

**Minutes of the Parish Council Meeting of Piddington & Wheeler End Parish Council held on
Tuesday 10th April 2018 at 7.30pm Meeting in Piddington Village Hall**

Present: Cllrs Mr S. Digby – Chairman, Mr N Cloke, Mr A Hackett, Mrs W Pitcher, Mrs J Redfern, Mrs J Roy, Mr A Stevens.

County Councillor Mr D. Hayday.

Clerk – Mrs H Glasgow.

Apologies were accepted from: District Councillors Mr I. McEnnis & Mrs J. Teesdale.

Members of the public: 1

Members questions

Cllr Hayday reported on the unitary authority. BCC and WDC are offering talks on a number of dates.

Cllr Hayday reported that TFB has completed a white line marking on Kings Street. This is an advisory to inform people not to park across 3 driveways.

Cllr Hayday reported that the shrubbery on the Dashwood Hill (A40) will be cut back. He is also researching the possibility of TFB installing a barrier between the pathway and the road.

Cllr Hayday continues to work on the proposed cycle path through Piddington and West Wycombe.

228.1 Attendance and acceptance of apologies for absence.

None.

228.2 Declaration of disclosable pecuniary interests relating to items on the Agenda.

None.

228.3 To co-opt a new Parish Councillor.

Mr Anthony Stevens was duly co-opted to the Parish Council. Cllr Stevens signed the Declaration of Acceptance. Mr Nick Cloke was duly co-opted to the Parish Council. Cllr Cloke signed the Declaration of Acceptance.

No declarations of pecuniary interests relating to items on the agenda were declared.

228.4 Minutes - To confirm and sign the Minutes of the March Meeting.

Council confirmed the minutes to be a true and accurate record. The Chairman signed the minutes.

228.5 To consider purchasing a picnic bench for Piddington Playing Fields.

The Clerk reported that she had received a quotation for a picnic bench made from recycled material. Cllr Cloke volunteered to look at other suppliers to possibly find a cheaper alternative. This will be considered at the May meeting.

228.6 To discuss the Parish Council website.

Council were disappointed to learn that the website makeover has been withdrawn.

228.7 ACCOUNTS : Approval of invoices submitted for payment in March.

Cheque no	Expenditure	Subtotal	VAT	Total
1767	Mrs H Glasgow - Clerks Salary March	£ 242.42	£0	£ 242.42
1768	BCC pension for Mrs Glasgow March	£ 96.20	£0	£ 96.20
1769	HMRC March	£ 60.60	£0	£ 60.60
1770	Mrs H Glasgow - Clerks expenses	£ 176.14	£ 3.60	£ 179.74
1771	TBS Hygiene LTD - February	£ 21.60	£4.32	£ 25.92
1772	TBS Hygiene LTD - March	£ 27.00	£5.40	£ 32.40
1773	Buckinghamshire and Milton Keynes Association	£ 106.29	£ 0	£ 106.29
1774	Best Kept Village Competition	£ 25.00	£ 0	£ 25.00
1775	Piddington Horticultural Society	£ 300.00	£ 0	£ 300.00
1776	Criterion Asset Management	£ 24.00	£ 0	£ 24.00
	Total Expenditure	£ 1,079.25	£13.32	£ 1,092.57

370/18

BCC	£ 100.00	£ 0	£ 100.00
Total Income	£ 100.00	£ 0	£ 100.00

	Statement of Account
Opening balance - 07/03/18	£ 22,696.43
Direct Debit ICO	£ 35.00
Less approved expenditure	£ 1,945.69
Income	£ 100.00
Total as at 05/04/18	£ 20,815.74

Unpresented cheques - None

228.8 Clerks Report and Correspondence.

- i. Modernising Local Government
- ii. My Bucks Newsletter
- iii. Council Spring Matters – Came and Company
- iv. E-news – Chiltern Conservation Board

Clerks Report

- i. The minimum donation for the silent solidier campaign is £100. The Clerk will put this on the next agenda to be considered.
- ii. The Section 137 amount per elector for 2018/19 is £7.86. Local Government Act 1972.
- iii. I am starting work on the end of year accounts and internal audit.
- iv. I reported that the tree branches have been brought down at the dip near the Chequers Pub, Wheeler End.
- v. I reported that the telegraph poles need to be secured at Wheeler End Common.
- vi. Judging for the best kept village competition takes place between 1st June and 7th July. Council agreed to do a litter pick the Saturday 2nd June 10 – 12am meet at the village hall. Refreshments will be provided.
- vii. Councillors asked Cllr Hayday if he could look into the possibility of extra bins around the village.
- viii. The AED Checks have been carried out.
- ix. Cllr Roy and I visited Old Piddington Lane to look at the footpath / bridleway that was raised by a Parishioner. After looking at several maps we cannot see that a bridleway or footpath was ever official.
- x. No allotment plots currently vacant.

228.9 General Data Protection Regulation

i. To discuss the appointment of the Data Protection Officer
On 25th May the General Data Protection Regulation (GDPR) comes into effect, which will have a significant impact on the use of personal data within local government. It is crucial that local authorities comply with the new rules. The Clerk has sent all Councillors the 'Preparing for the General Data Protection Regulation' document, 12 steps from the ICO.

The Clerk advised Council that the decision has not formally been taken if the Clerk can be appointed DPO. SLCC suggest that the Clerk can be appointed the DPO, NALC suggest the Clerk should not due to a conflict of interest. The ICO has not confirmed their advice. It was noted that a number of other Parish Councils have appointed their Clerk as DPO.

Council agreed to appoint the Clerk as the DPO until the ICO make their final decision. The Clerk will need to carry out the role of DPO under a separate contract.

ii. Email accounts for Parish Councillors

The Clerk advised Council that they should not forward any emails/letters from residents to anyone without prior consent. All emails/letters should come from the Clerk.

The Clerk advised Council that they should be aware of a Potential Risk to personal data - Theft or loss of a laptop, memory stick or hard drive containing personal data (for anything relating to Council work). To minimise the risk Councillors should only keep minimal personal data with consent and password protect devices. It is strongly recommended that once any queries are resolved the emails/corresponding documents are deleted.

The Clerk advised Council that it is good practice for all Councillors to have a Parish Council email account rather

than using personal email accounts.

Council resolved that they wanted to keep their personal email accounts and agreed to sign a waiver. All Councillors will undertake an audit of their emails and any hard copy documents.

iii. General Data Protection Awareness Checklist for Councillors

Parish Councils are expected to comply with GDPR and individual Councillors will also need to ensure that they protect an individual's personal data whether it is stored electronically or as a hard copy. This applies only to living individuals (not the deceased, companies, other authorities and charities).

The Clerk asked Councillors to read, comply and complete the checklist and return to the Clerk.

iv. General Data Protection Policy Notice

Council resolved to adopt the General Data Protection Policy. This will be uploaded to the Parish Councils website.

v. Privacy Notice – website

Council resolved to adopt the Privacy Notice. This will be uploaded to the Parish Councils website.

vi. Retention of documents and records

Council resolved to adopt the Retention of documents and records document. This will be uploaded to the Parish Councils website.

vii. Assessment of Personal Data

Council resolved to adopt the Assessment of Personal Data document. This will be uploaded to the Parish Councils website.

viii. Risk Assessment of Personal Data

Council resolved to adopt the Risk Assessment of Personal Data document. This will be uploaded to the Parish Councils website.

ix. Electronic Communication Policy

Council resolved to adopt the Electronic Communication Policy. This will be uploaded to the Parish Councils website.

a. Planning Applications – None.

b. Members Questions and Statements.

A Councillor raised concerns regarding a hedge that is being planted on WDC owned land in Wheeler End.

The Parish Council will discuss the 'stick and flick' campaign for Wheeler End Common at a future meeting.

The Parish Council will discuss the 'Piddington against plastic' campaign at a future meeting.

228.10 Date of next meeting – **Tuesday 8th May 2018 at 7.30pm in Piddington Village Hall –**

**the Annual Parish Council Meeting, the Full Parish Council meeting and the Annual Parish Meeting:
please come along and join us for coffee and a chat.**

The Chairman closed the meeting at 8.50pm

Signature..... Date.....

