

DRAYTON PARSLOW PARISH COUNCIL
3 The Pightle • Drayton Parslow • Bucks MK17 0LQ
Tel: 01296 728131 • <http://draytonparslowparishcouncil.org.uk>
Parish Clerk: Deborah O'Brien

16th May 2018

Dear Councillors and Residents of Drayton Parslow,

I hereby give you notice that a meeting of Drayton Parslow Parish Council will be held at the **Sports & Social Club** on **Monday 21st May 2018 at 7:30 p.m.**

All Members of the Council have been summoned to attend for the purposes of considering and resolving upon the business to be transacted at the meeting set out hereunder.

The public are also invited and are welcome to attend and before the Parish Council Meeting there will be a period of public questions.

Deborah O'Brien *Deborah O'Brien* Parish Clerk

Agenda

1. Election of Chairman for the 2018/19 Municipal Year – Chair to sign Acceptance of Office
2. Election of Vice-Chairman for the 2018/19 Municipal Year – Vice-Chair to sign Acceptance of Office
3. Apologies - Members are asked to receive apologies.
4. Declarations of Interest & Dispensation requests
 - To receive declarations under consideration on this agenda in accordance with the Localism Act 2011 s32 and The Relevant Authorities (Disclosable Pecuniary Interests) Regulations 2012
5. Minutes
Members are asked to receive the minutes and confirm the recommendations or resolutions therein of the meetings of the Parish Council held on: 30th April 2018 DPPC/10/1718
6. Casual Vacancy
Members are asked to consider the candidate(s) available for co-option
7. Appointment of Committee/Working Group representatives
Members are asked to appoint/confirm representatives to the following:
 - Local Area Forum
 - North Bucks Parishes Planning Consortium
 - Neighbourhood Planning Committee (min. 2 members)
 - School Liaison
 - Sports & Social Club
8. Parish Council business
 - Broadband – BT has advised that they will not quote for a Community Fibre partnership as they are likely to complete FTC connections in the Autumn. Gigaclear has commenced infrastructure work within the community.
 - GDPR – NALC has advised that the Government has approved an amendment to the GDPR Act removing a requirement for a separate DP Officer for Parish Councils. Members are asked to review and approve the following drafts (sent via e-mail) which will be used to conform with GDPR:
 1. Data Audit Schedule

2. Privacy Notice
3. Information Data Protection Policy
4. New Councillor Contact Privacy Notice – all Councillors to complete
5. Neighbourhood Planning Consultation Privacy Notice
6. E-mail contact Privacy Notice
7. Planning Notification E-mail contact Consent
8. Allotment tenant Privacy Notice & Consent
9. Social Media Policy

- Community Bus proposal from Stewkley – Clerk has requested two volunteers to join the research panel – one name received to date.
- Members are asked to consider a £25/year charge to store PC documents in a filing cabinet in a locked room at Greenacre Hall.
- Members are asked to review and consider the four Insurance quotations received. It is recommended that a three year long-term agreement is adopted. Policy due 1st June 2018.
- Silent Soldier – Indemnity Agreement to be signed

9. Planning

New Applications: None at time of agenda

Previously considered applications:

- 18/00732/COUIN | Prior approval for a change of use of premises in light industrial use (class B1(c)) and any land within its curtilage to a dwellinghouse (class c3) | The Barn Newton Rd – under review
- 18/01205/APP | Proposed detached dwelling | 20 New Road – under review
- 18/01165/APP | Two storey side extension | 1 Stoke Road Farm Cottage Bletchley Road – under review
- 18/01308/AGN | Erection of agricultural building | Ridge Farm Main Road – under review

Decisions - Made by AVDC:

- 17/03704/APP | Retention of agricultural temporary dwelling (Retrospective) | Land at Bletchley Road – awaiting final decision - REFUSED

Enforcement: 17/00100/CON3 – Lorry/advertising at crossroads – Enforcement still to follow-up

Other issues:

- Neighbourhood Plan – The next steering group meeting is on 4th June 2018

10. Correspondence circulated via e-mail between meetings:

- Press release - AVDC councillors agree next steps following unitary announcement
- B&MKALC Weekly Updates incl TTRO updates
- BMKALC – Update relating to DPOs for Parish Councils (amendment to legislation)
- BCC - ONE council update - focus on community hubs
- AVDC - Planning update – new planners hired & new processes implemented
- AVDC Unitary follow-up
- GBWI Traffic Calming Sub Group, 23rd May 2018 – agenda to follow
- Remembrance Sunday – road closures
- BT Community Fibre response
- Legal Briefing from NALC on GDPR
- AVDC Follow-up: Poll of All Parish Councillors on Unitary Proposals (hard copies received for cllrs)
- BBOWT - Oxford to Cambridge Corridor
- BCC - The real debate - one new council or the status quo
- BMKALC - GDPR Update – amendment passed negating DPO requirement for PCs
- AVDC - Littler and Dog waste – advance notice of forthcoming survey
- BMKALC - Councillors Notification under the DPA and GDPR
- Mobile Library Service in Buckinghamshire – discontinued
- Neighbourhood Planning HIVE Event – 6 June 2018

11. Recreation Field/Play Area (Balance S106 funds £1,806.00)

- Play Area inspection – results awaited

- DPSSC – Petanque Court – no update at time of agenda
- Outdoor gym equipment – Cllr Harvey to update regarding grant application
- Members are asked to consider the Cricket Club’s request to install a temporary fence during cricket season to prevent ball loss.

12.1 Aylesbury Vale District Council (AVDC): nothing at time of agenda

12.2 Bucks County Council: nothing at time of agenda

13. Highways, Footpaths & Footways, Street Lighting, Transportation, Devolved Services

- LAF Traffic Calming project – TfB has passed the details of the project to its scheme delivery design team for initial assessment. Further updates awaited.
- Unsuitable for HGV signage – this is also under assessment with the above project.
- Bus Service petition – further updates awaited from GBWI LAF regarding contribution from Winslow LAF
- Horse rider safety signs – Clerk has followed up with TfB – priority is currently given to potholes
- Remembrance Sunday road closures – a blanket policy will be in place. A map to be submitted indicating closures required. Councillors to agree.

14. Finance

14.1 Account Balances: The balances for the Lloyds Bank accounts are as follows:

Treasurers Account	£ 4,875.82	(as at 30 th April 2018)
BIA Account	£50,705.78	(as at 30 th April 2018)
Poor Land Treasurers Account	£ 1,910.47	(as at 30 th April 2018)
Poor Land Call Account	£ 8,105.29	(as at 30 th April 2018)

14.2 Payments: Treasurer’s Account

Paid between meetings:

Npower - £213.86 (£178.22+ £35.64 VAT) – MPAN1 unmetered street lighting Mar ‘18 – D/Debit 05/05/18

Npower - £13.13 (£10.94 + £2.19 VAT) – MPAN2 unmetered street lighting Mar ‘18 – D/Debit 05/05/18

To be paid at meeting:

Deborah O’Brien - £447.05 (May salary £397.02; less PAYE £2.00; Stamps £10.98; Stationery £13.40; Ink £15.99; Standpipe key £7.05; VAT £4.61) – cheque 0692

HMRC – £2.00 – May PAYE – cheque 0693

Royal British Legion Surrey – £100.00 - Silent Soldier – cheque 0694

Came & Company - £tbc – Annual Insurance Renewal – cheque 0695

Mrs M.R. Rose - £24.90 – Internal Audit – cheque 0696

Stewkley Enterprise Agency - £253.77 – Mar/Apr devolved + insurance – cheque 0697

14.3 Income

Interest: DPPC BIA a/c £1.56 (Apr); Poor Land Call a/c £0.34 (Apr)

14.4 Income and Expenditure report(s)

Members are asked to review and approve the Income & Expenditure reports up to 30th April 2018.

Members are also asked to review the Bank reconciliations.

14.5 Internal Audit 2017/18

Members are advised that the Internal Audit was conducted on 10th May 2018 and all was in accordance with the Accounts and Audit Regulations 2003 and 2006, the Local Audit and Accountability Act 2014 and Smaller Authorities (Transparency Requirements) (England) Regulations 2015/494 and as directed in “Governance and Accountability for Local Councils in England & Wales: A Practitioners’ Guide”.

14.6 Annual Governance Statement

Members are asked to review, complete and sign page 4 of the AGAR

14.7 Accounting Statements for 2017/18

Members are asked to review and sign page 5 of the AGAR, These should be considered in conjunction with the Audit Bank Reconciliation, Explanations of Variances and the Fixed Asset Register for 2017/18.

14.8 Confirmation of the dates for the Exercise of Public Rights

Members are asked to confirm that the period for exercise of public rights is between 4th June 2018 and 13th July 2018.

15. Allotments

Members are advised that there are two allotments available at Manor Gardens and two at Stackyards. Anglian Water has been notified about a lack of supply at the allotments – a temporary supply solution has been made. Repairs to the standpipe are needed. Clerk to update re plumber’s quotes and availability.

16. Dates of next meetings — Members are asked to note the next meeting dates:

- Monday 25th June 2018
- Monday 30th July 2018
- no meeting in August
- Monday 17th September 2018
- Monday 22nd October
- Monday 26th November
- no meeting in December