

HAMBLEDEN PARISH COUNCIL

YOU ARE HEREBY SUMMONED TO ATTEND A MEETING OF THE PARISH COUNCIL
ON MONDAY 12TH MARCH 2018 at 8.00PM IN THE VILLAGE HALL, SKIRMETT
MEMBERS OF THE PUBLIC AND PRESS ARE INVITED TO ATTEND

AGENDA

1. Public Question Time – A period not to exceed 30 minutes, members of the public are permitted by the Chairman to speak
2. To receive and accept apologies for absence
3. Declaration of disclosable pecuniary and personal interests by Members relating to items on the agenda
4. To confirm and sign the minutes of the previous meeting held 12th February 2018
5. Clerk to report on matters arising and any updates from previous minutes which are not on the agenda
6. Correspondence Report – see Appendix 1 for list of items and action taken
7. To discuss co-opting a new member for the vacancy on the South Ward following the death of Councillor Snell
8. To discuss the broken footpath railing in Hambleden and what if any works are necessary to be carried out
9. To discuss the possibility of renting the field in Frieth next to Ellery Rise play area from Wycombe District Council. Clerk has requested more information from WDC to enable further discussions.
10. To discuss a request from Hambleden Village Hall for a donation towards the purchase of radiator covers needed to meet the health and safety requirements to enable a parent and toddler group to run in the hall. The total cost for the covers is £780 and a donation of any amount towards this sum has been requested.
11. To discuss the General Data Protection Regulations (GDPR) coming into force in May 2018 and what this means for the parish council
12. To approve the accounts for March 2018, and signing of cheques -- appendix 2
13. Members questions: including any items for the next agenda
14. Planning:

18/05379/VCDN – Pheasants Ridge Bottom Hill Hambleden – Variation of condition 4 (plan numbers) attached to PP 17/06327/FUL (Demolition of existing dwelling house, garage building and 3 no. sheds, erection of 1 x 4-bed detached dwelling house and ancillary studio building with integral storage area for waste/recycling) to allow an amended list of approved drawings to allow design changes

17/07193/FUL – Huttons Farm Rotten Row Hambleden - Householder application for erection of single storey detached outbuilding for use as a gardeners' base and garden implement storage - alternative scheme to PP/17/07193/FUL

15. Date of next meeting – Monday 9th April at 8 pm at the Village Hall, Hambleden

LORNA COLDWELL, CLERK

05.03.18

PLEASE REPLY TO: Clerk to the Parish Council, Mrs. Lorna Coldwell,
The Chimes, Park Lane, Lane End, High Wycombe, Buckinghamshire HP14 3LB
clerk@hambleden.org.uk

Appendix 1

Correspondence received from 12th February to 5th March 2018

1. Road Closure notice – forwarded to Cllrs, put on website and Facebook page.
2. Notice of BMKALC training session – forwarded to Cllrs.
3. Request for details of christening from resident – details of the Church given.
4. War Memorial Trust Bulletin – for info.
5. NALC survey for Councillors – forwarded to Cllrs.
6. Chiltern Society magazine – will bring to meeting.
7. Email from Kier Services re: Handy Cross roundabout – forwarded to Cllrs.
8. Clerks and Councils Direct magazine – for info.
9. Email from a Frieth resident concerning deer in the area, and if culling by landowners is needed – to be discussed at the meeting.
10. Email from resident expressing thanks to the parish council for their assistance in replacing a sign in Rotten Row – for info.
11. Agenda for Wycombe District Rural Forum – forwarded to Cllrs.

Appendix 2

Accounts to be paid in March 2018

Mrs L Coldwell – salary (via standing order)	504.63
BCC Pension Fund (via standing order)	152.19
Mrs L Coldwell – expenses and mileage	66.41
Skirmett Village Hall – hire 12/03/18 (not yet received)	35.00
Total	758.23
Balance as at 1st February 2018	42604.31
Less February payments	4016.91
Balance as at 28th February 2018	38587.40
Of which CIL Funds	4479.45
Church Wall reserve	10000.00
Unrestricted Reserves	24107.95

Film Fund

Total of all funds at 1st February 2018	8774.40
Less donation to Hambleton Celebrations	(500.00)
Less Community Bus Money (held by the Parish Council)	(724.52)
True Film Fund Balance as at 28th February 2018	7549.88

Planning Decisions Made

PC not consulted:

18/05443/MIN – The Yew Tree Frieth Hill Frieth – Proposed non-material amendment to permission for Erection of 1 x pair of 3-bed two storey semi-detached cottages, 1 detached 3-bed two storey cottage all with associated parking & landscaping & new boundary walls to either side of access granted under planning ref 17/06677/FUL – **Application Permitted**

17/05945/MIN – Lace Cottage Frieth Hill Frieth – Proposed non-material amendment for construction of detached garden room granted under householder planning ref. 13/06509/FUL

General Data Protection Regulations (GDPR)

Hambleden Parish Council, just like Google and Facebook is a data controller – although to a much smaller extent obviously. This means that we keep information that could identify an individual. Examples of this could be any emails or letters received about potholes, signs or footpaths from parishioners. Members must take an informed view about what will be required under the GDPR. The aim of the GDPR is to harmonise data protection law across the EU so that every country is doing the same, which does not currently happen. Fines of up to 10,000 Euros can be imposed for non-compliance, but I have been told this this is aimed at bigger companies, not smaller parish councils.

Data can refer to personal data – address, name, email etc. Sensitive data could be health or criminal records – we obviously do not have these types of data. Data processing must be done lawfully, fairly and transparently. It is reasonable to collect some data – as long as there is a reason for it. It is reasonable to keep the email address of someone who has asked a question that needs answering, but not ask their sexual orientation or religious beliefs. I appreciate this sounds obvious, but some local authority forms ask for needless information – such as a date of birth to report a pothole.

Personal data can only be held for a specific purpose. Once there is no longer a reason to hold personal data, it is no longer needed and should be removed from everywhere it is held, be that computer or hard copy.

There is lots of old correspondence and documents relating to long ago events that I have stored in a filing cabinet. Some of this will no longer be relevant – such as a letter asking someone to cut back a hedge in 2003. If my house were to be burgled and this letter stolen then this is classed a data breach as personal data would be in the hands of someone who should not have access to it. I'd recommend a thorough cleanse of old files and correspondence that was passed to me by Sharon. I did do some of this when I moved house, but there is more. Anything older than a certain date (to be agreed) should be shredded – which I would need to buy.

It is strongly suggested that Councillors should use their @hambleden.org email addresses for parish council business, and should not be sharing an email account with a spouse or child. I have a password on my laptop now, and it is again strongly suggested that anything you access PC emails on is the same.

Individual names and email addresses will be excluded from emails going forward, unless there is a need for you to have them.

Individuals have the right to ask for a subject access request which is to find out what data is stored about them, what is done with this data and who has access to it. It is similar to a Freedom of Information request – I would need to respond within 20 days to any requests. It is no longer permitted to ask for any payment for this.

The parish council will need to appoint a Data Protection Officer – at the moment it is unclear as to whether this can be the Clerk, it is being discussed in Parliament 05/03/18. There is a possibility that it may need to be outsourced. Basic packages for this start from £150 per annum, and I'm sure smaller parish councils close together could "go in" on this. I attended a training session last week run by one such firm, and am due to attend another in April. At this training, suggested policies needed are:

- Data Protection Policy
- Training Policy
- Information Security Policy
- Data Privacy Impact Assessment procedure
- Retention of Records Procedure
- Subject Access Request Form and Procedure
- Privacy Procedure
- Complaints Procedure
- Privacy Notice

The Parish Council doesn't hold an awful lot of personal data, as there are no allotments, cemeteries and no other staff but me, but this is still something that will affect us and new policies will need to be introduced. It is still being debated in Parliament and has not yet been finalised. Once it has been, Clerks are hoping that both the Society of Local Council Clerks and Bucks Milton Keynes Association of Local Councils will be providing template policies, but this has not been definitively answered.

More information can be found here:

<https://ico.org.uk/for-organisations/resources-and-support/data-protection-self-assessment/getting-ready-for-the-gdpr/>