

**MINUTES OF THE HAMBLEDEN PARISH COUNCIL MEETING**  
**Held on Monday 12<sup>th</sup> March 2018 at 8.00 pm in the Village Hall, Skirmett**

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PRESENT: Mr A Armstrong (Chair), Mrs S Walker-Allies, Cllr S Webb, Mrs L Mann, Mr C Hussey, Mr D Broad, Mrs J Nixey.

Mrs L Coldwell – Clerk

1 member of the public – Pete Towersey, Chiltern Society volunteer for footpath cutting (part)

**Minute 8916 Public Question Time**

Action:Clerk Mr Towersey wished to check that the parish council were happy for the contract with the Chiltern Society to continue. The Chiltern Society were passed over 3 footpaths to cut when Bucks County Council ceased maintaining them. All in agreement for this to continue, Mr Towersey and the other volunteers do an excellent job at a very reasonable cost. Agenda item for April to see if any other footpaths in the parish to add to the list.

**Minute 8917 Apologies for Absence**

Cllr James Jackson and District Councillor Chris Whitehead. Apologies accepted.

**Minute 8918 Declaration of disclosable pecuniary and personal interests by Members relating to items on the agenda**

Cllr Hussey declared a personal interest in agenda item 9, Ellery Rise playing field as a member of the Frieth Natural History Society.

Cllr Nixey declared a personal interest in the naming of the new road by the Yew Tree, Frieth in agenda item 6, correspondence.

Cllr Armstrong declared a personal interest in agenda item 10, the request for a donation from Hambleden village hall to enable a parent and toddler group to be held in the hall.

**Minute 8919 To confirm and sign the Minutes of the Ordinary February Parish Council Meeting, held 12<sup>th</sup> February 2018**

The minutes for the meeting held in February were agreed by the Councillors as a true record and signed by the Chairman.

**Minute 8920 To Report on Matters Arising from Previous Minutes which are not on the Agenda**

Minute 8840 A rural style finger post sign was erected in Rotten Row, following damage to the previous sign. The resident who raised this issue passed on her thanks to the parish council for this. She felt it needed to be better anchored in the ground, but TfB have attended and confirmed it needs a certain amount of sway and is secure.

Minute 8877 Clerk reported all the blocked gullies, TfB have raised orders to clear them all. Gully suckers were out in Hambleden village last week as part of routine maintenance.

Minute 8880 Clerk attended site with representatives from Henley Management College, who confirmed that they were happy with the positioning of the bus shelters and happy to pay for the cost of one. Sharps Fencing, the contractors who will provide and install the shelters are liaising with TfB to make sure that the necessary permits for street works are granted and then works will commence.

Whilst out, Clerk noticed that the existing bus shelter at Mill End needs some attention paid to it – Clerk to speak with Sharps to see what maintenance they would advise.

Minute 8881 Clerk has ordered the signs for Frieth Hill from Croftcast signs and is awaiting further communication from them.

Minute 8909 The new AED in Skirmett is in use. The defibrillator model was out of stock, so the new one for Hambleden has not yet been delivered.

Minute 8910 Hambleden Celebrations passed on thanks for the donation from the Parish Council towards the celebrations for the wedding of Prince Harry and Meghan Markle.

Minute 8904 Cllr Teesdale has been in touch with TfB about the Skirmett Road and has confirmed that it is on the list of roads to be strengthened with the jet patcher when the weather improves. She has also suggested to TfB that she and the Local Area Technician should visit the roads in the parish later in the year to check the damage that winter has caused and see if anything can be done within the budget.

For info Clerk contacted Tough Mudder to ask if a donation could be made to the Film Fund as last year, but was advised due to budget cuts this was not possible. However due to lower numbers there will be no camping at Culden Faw this year which they are hoping will minimise disruption to residents.

For info Clerk has organised CPR and defibrillator training to be held on Tuesday 24<sup>th</sup> April. Leaflets have been placed in each noticeboard, and it will be advertised in the Hambleden Valley magazine, Frieth Village newsletter, the website and Facebook page. Leaflets were given to councillors to distribute.

This is a free to attend session, with no need to book.

Minutes 8833 & 8845 A management plan for Pheasants Hill Common has previously been discussed, Cllr Hussey suggested that he contact the Chilterns Woodlands Programme who will do an initial visit for free to see what can be done to promote and encourage the sustainable management of the common. All in agreement.

Action: Cllr Hussey

Minute 8908 Cllr Armstrong when asked says that the sign cleaning in the parish will be done in the next 2-3 weeks.

### **Minute 8921 Correspondence received from 12<sup>th</sup> February to 12<sup>th</sup> March 2018**

*Any further actions noted in italics*

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 resident expressing thanks to the parish council for their assistance in replacing a sign in Rotten Row – for info.

Action: Cllr Hussey

10. Email from a Frieth resident concerning deer in the area, and if culling by landowners is needed – to be discussed at the meeting. *It is unlikely that anyone could be hired to cull deer in Frieth due to the proximity to houses. Cllr Hussey will forward to all the Cotswold Deer Policy for all to look at and ask the Chiltern Conservation Board if there is a similar policy, as well ask make contact with the Deer Initiative.*

11. Agenda for Wycombe District Rural Forum – forwarded to Cllrs. *Cllrs Hussey and Nixey to attend.*

12. Email from WDC re: naming of the road by the Yew Tree pub, Frieth – forwarded to Cllrs. *Unanimously agreed.*

13. Email from Martin Tett, Leader of BCC re: recent severe weather conditions – forwarded to Cllrs.

14. The Clerk magazine – for info, available on request.

15. Email from District Councillor Whitehead regarding rural housing in the parish – forwarded to Cllrs. *Cllr Nixey agreed to attend a meeting to discuss with Cllr Whitehead and WDC.*

Action:Clerk

16. Email from WDC re: modernising local government announcement from Sajid Javid being minded to approve a single unitary authority for Bucks – forwarded to Cllrs. *Clerk is attending a Clerks meeting at WDC next week where this will be discussed and will report back.*

### **Minute 8922 To discuss co-opting a new member for the vacancy on the South Ward following the death of Councillor Snell**

Signs advertising the vacancy have been placed around the parish, and an election has not been called by residents. This means that the parish council can co-opt someone to fill the vacancy. Cllr Armstrong has approached an individual who has expressed interest and will pursue this.

### **Minute 8923 To discuss the broken footpath railing in Hambleden and what if any works are necessary to be carried out**

TfB have advised that a job has been raised and the bent barrier will be removed and a new one replaced. There is no timescale for this as it classed as a low priority and all resources are currently directed towards potholes, but a job has been raised and the work will be carried out.

**Minute 8924 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**

Action:Clerk

Clerk asked WDC following the February meeting to confirm which field was being offered, the annual price for rent and if the farming restriction on the field would be lifted. WDC have come back with a very high rent rate which would need to be negotiated. Any change of use would be need to be applied for via the planning department.

Cllr Hussey visited the site with a manager from the Bucks, Berks, Oxon Wildlife Trust and discussed using it as a local nature reserve. BBOWT believe that it has potential as it has not been intensively managed previously it could be worth seeing what will grow there. This has also been suggested by Frieth Natural History Society, who have offered to carry out informal surveys to see what wildflowers are currently there and how best to manage to improve its potential for wildlife. This could be used by the village school as well as residents. Cllr Mann suggested an adult fitness trail, and a further suggestion by a resident was to make it into a football field, however the gradient would make this difficult. Allotments were also suggested. The parish council would not be making any money from this field, it would be used as a community asset. Clerk to go back to WDC to discuss the rent rate.

**Minute 8925 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**

Action:Clerk

After this original request, the Village Hall received a grant for £699 from District Cllr Whitehead towards the cost of the radiator covers. To complete the project, a further £745 is needed to have the covers painted and fitted. In previous years, when a village hall has requested a donation they have come to a parish council meeting to present their proposal. Hambleden Village Hall will be invited to do this.

**Minute 8926 To discuss the General Data Protection Regulations (GDPR) coming into force in May 2018 and what this means for the parish council**

Action:Clerk

A report attached to these minutes was circulated to all with the agenda. It is still not clear if the Clerk can be the Data Protection Officer. NALC have called for the Government to provide funding to help parish councils comply with the GDPR. Cllr Armstrong proposed buying a cross shredder, seconded by Cllr Walker-Allies. Unanimously agreed. All in agreement to wait to see what happens when a decision is made by central government to decide the next step.

**Minute 8927 To approve the accounts for March 2018, and signing of cheques**

**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
<b>Total</b>	<b>723.23</b>

<b>Balance as at 1<sup>st</sup> February 2018</b>	<b>42604.31</b>
Less February payments	4016.91
<b>Balance as at 28<sup>th</sup> February 2018</b>	<b>38587.40</b>
Of which CIL Funds	4479.45
Church Wall reserve	10000.00
<b>Unrestricted Reserves</b>	<b>24107.95</b>

**Film Fund**

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

**Minute 8928 Members questions: including any items for the next agenda**

1. **Cllr Webb** – a resident asked whether a sign could be placed at the entrance to Hambleden village advising of parking at the Stag and Huntsman to try and alleviate parking problems in the centre of the village. The car park is now privately owned so this can not be done.
2. “Nottingham Knockers” were in the parish last week in several villages which caused concerns to many people. Residents should call the police on 101 if they have any worries.
3. **Cllr Broad** – drove through Hambleden when the event signs were out and thought that they looked very good.
4. **Cllr Walker-Allies** – showed the leaflet from Turville Broadband Action Group that has gone to each residence in Turville, Skirmett and Fingest.
5. There was a small issue with footpath HA50 that starts in Hambleden and then goes into Turville parish. A stile was blocked off and replaced with an inaccessible stile which caused complaints, as dogs could not get through and it was very difficult for walkers to climb over. It has now been replaced with a kissing gate. Clerk spoke with the landowner who said that the stile was a temporary measure whilst re-fencing works were carried out.
6. A tractor has knocked over a gas/water identifier on Dolesden Lane, Turville. Clerk to investigate.  
Action:Clerk
7. **Cllr Mann** – the fencing along footpath HA15A is in very bad condition and the fencing between the fields has also come down. Clerk to contact landowner.  
Action:Clerk
8. There has been a query about solar panels installed on The Cottage, Frieth but it appears that this is permitted development.
9. **Cllr Hussey** – there are currently lots of deer in the parish, which affect plant and tree regeneration (concerns about deer also voiced by a Frieth resident in correspondence). The Cotswold Conservation Board have a deer policy, which he will forward to all, and speak with the Chiltern Conservation Board to see if there is a similar policy or a deer management group in the Chilterns. Each landowner has their own approach to deer culling but it does not appear to be working, and possibly a more co-ordinated approach is needed. Cllr Hussey mentioned the Deer Initiative who may be able to assist with this. Future agenda item when more information has been gathered.
10. Lapwings have been found in the fields at Colstrove Lane, Cllr Hussey proposed putting a note in the valley magazine to alert people to this. Cllr Broad seconded, all in agreement with some amendments made to the copy provided by Cllr Hussey.  
Action:Clerk
11. Coombe Cottage in Pheasants Hill – there is building work being carried out, that has planning permission. The entire front garden has been removed and replaced with gravel, originally whilst the building was going on for parking purposes but this looks permanent and has changed the character of the house. Cllr Armstrong will investigate to see if there are plans to reinstate the grass.  
Action:  
Cllr  
Armstrong

## **Minute 8929 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 – **no objection**

**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 – **no objection**

Discussed due to time constraints from WDC. Cllr Nixey declared an interest:

**18/05419/FUL – Moorend Wood Frieth Road Frieth** – change of use of land for seasonal use for camping with existing facilities – **no objection in the current capacity of 10 camping pitches, as long as effluent and rubbish disposal is sufficient for extra days and activities restricted so as not to disturb or cause nuisance to the neighbours.**

### **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 – **Application Permitted**

**Minute 8930** **Date of Next Meeting**

Monday 9<sup>th</sup> April 2018, 8pm at the Village Hall, Hambleden.  
The meeting was closed at 22.42.

Signed ..... Date .....

## 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 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/>