

**Minutes of Birchanger Parish Council meeting
held on Tuesday 6th November 2018 at 8.00 pm.
in Birchanger Village Hall**

Present: Angie Driscoll (AD) – Chair
Maria Davy (MD)
George Taylor (GT)
John Revell (JR)
Ken Wheatley (KW)
Sandy Dowle (SD)
Peter Sampson (PS)
Linda Pocklington (LP)

Keith Williams (Parish Clerk)

517. Chairman's Welcome

The Chairman welcomed all those present.

518. Apologies and Reason for Absence

Elizabeth Godwin (EG) – Ill health

519. Declarations of Interest

MD in respect of agenda item 8.1, planning application UTT/18/2742/HHF - spouse prepared the plans.

SD in respect of agenda item 8.1, planning application UTT/18/2742/HHF – neighbour of applicant.

520. Public participation session with respect to items on the agenda and other matters that are of mutual interest.

None

521. Minutes of the last meeting

The minutes of the last meeting held on Tuesday 2nd October 2018 (previously circulated) were agreed as a true and accurate record, and duly signed by the Chairman.

522. Recreation Ground Working Group/Allotments/Glebeland

a. Recreation Ground

LP advised that due to the hot weather the soil around some of the equipment has been compromised. Although this does not appear to be a problem at present, this should be monitored.

b. Approval of estimate of £744 from David Debnam for work on the roundabout

Approved.

c. Allotments

LP advised that the new hedge was growing well but needed trimming. The parish clerk is to ask Ace of Spades to attend.

523. Finance

a. Account Balances (already circulated) – noted.

b. Invoices and payments

The following payments were accepted and authorised to be made.

1. Account Balances b/f at 30th September 2018

HSBC Community account	£45030.82
------------------------	-----------

2. Payments due for October 2018

e-on	DD	£70.94 (electricity for September 2018)
A&J Lighting	SO	£45.90 (monthly charge)
TBS Hygeine Ltd	Chq 100637	£77.76 (dog bin emptying)
Ace of Spades	Chq 100638	£249.60 (grounds maintenance)
Debbie Crouch	Chq 100639	£200.00 (Aug-Sept recreation ground)
Birchanger Social Club	Chq 100640	£400.00 (donation WW1 commemoration)
Clerks salary	Chq 100641	£395.65 (salary for October 2018)
Office rental	Chq 100642	£20.00 (office rental for October 2018)
HMRC (Keith Williams)	Chq 100643	£98.80 (paye for month 07)
Birchanger Church Hall	Chq 100644	£10.00 (hire of hall)

<u>Total payments for October 2018</u>	<u>£1568.85</u>
--	-----------------

3. Account Balances c/f at 31st October

HSBC Community account 51624067	£43461.97
Natwest current account	£13608.65

c. Agree contribution of £400 towards WW1 anniversary commemoration.
Agreed.

524. Planning

1. **Application no UTT/18/2742/HHF – 307 Birchanger Lane.** First floor side extension.
No objection.

2. **Application no UTT/18/2583/FUL – 21 Bradley Common**
Erection of 2 dwellings with associated parking. (Revised scheme to that approved under UTT/18/0356/FUL).

No objection.

525. GDPR and Privacy Policy/removal of KW as Data Protection Officer

1. Rescinding of appointment of K. Wheatley to the role of Data Protection Officer.
Agreed.
2. Consideration of Personal Data Audit.
Noted. A policy document will be produced for adoption.
3. Adoption of Personal Data Breach Policy.
Adopted (see website for policy document).
4. Adoption of Subject Access Request Policy.
Adopted (see website for policy document).
5. Adoption of Privacy policy.
Further work is required on this document. This will be referred back to a future meeting for adoption.
6. Consideration of Recommendations.

Recommendations

- a. Individual councillors should no longer store copies of the electoral role, and those receiving regular updates from UDC should cancel them. If specific information from the electoral role is needed then councillors should request it from the Parish Clerk.
- b. The council laptop security arrangements should be audited to ensure that the hard drive is encrypted and that the security configuration is suitable for GDPR.
- c. The laptop (and other Council data) backup arrangements should be reviewed, amended if necessary and documented.
- d. Basic training should be provided to clerk and councillors on what they need to do and not do.
- e. The website should be amended to allow users to consent (or not) to the use of cookies.
- f. We should consider whether a separate website privacy policy is required.

The parish council agreed with and accepted these recommendations.

7. Discussion of Training Requirements.

KW will provide a training requirements presentation to councillors at a date to be confirmed.

526. Neighbourhood Watch/Speedwatch

Neighbourhood Watch

PS suggested that appropriate signs be placed at each end of the village advising that there is a Neighbourhood Watch scheme in operation. Signs are 15" x 12" and cost £30 each. It was agreed to buy the signs. Information regarding the scheme will be on the village website.

The Neighbourhood Watch scheme will be making use of the Birchanger Residents Facebook site.

Speedwatch

Community Speed Watch (CSW) has been set up and Birchanger has been accepted into the Speed Watch Scheme. However, training and set-up will be first in March / April 2019 due to the high demand of other applicants. A speed radar gun will be required which can either be borrowed (when available) or we can purchase our own which will give us more flexibility and consistency. The council agreed to put in next years budget an allowance of £1200 for a speed gun inclusive of associated equipment. However, PS would apply for a grant for some of this amount from Essex Police speed watch fund.

527. Footpaths

SD made the following report;

- a. The condition of the footpaths and signs remains static and the dog bins seem to have been emptied.
- b. Minimal change since last month.
- c. Meeting date re footpaths with Linda and Ken yet to be agreed.

528. Stansted Airport

KW had requested, and been granted, a three-minute slot at the forthcoming meeting. Unfortunately this clashes with a work day and he will therefore not be able to attend. A decision is due to be made by UDC Planning on 14th November.

529. Reports from County/District councillors

None

530. Closure of meeting

There being no further matters to discuss the Chairman declared the meeting closed at 21.29.