



Buckland & Chipping Parish Council

Clerk: Colin Marks

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MINUTES OF BUCKLAND & CHIPPING PARISH COUNCIL MEETING No. 280 Monday 6th November 2017, 7.30pm at The Manor House, Buntingford

PRESENT: Cllr Jeff Kenyon (JK) Chairman; Cllr Teresa Harrington (TH); Cllr Jeff Jones (JJ); Cllr Jason Noy (JN); Cllr Mell Trewin (MT)

- Public: 1 member of the public
- Clerk: Colin Marks, Clerk to Buckland & Chipping Parish Council

The Chairman welcomed everyone and opened the meeting at 7.32pm

ACTION

280.01 Apologies for absence

1. Councillors: None (all present)
2. Other apologies: Police Sgt Duncan Wallace

280.02 Declarations of Interest and dispensations

1. **Interests:** Cllr J Kenyon and Cllr J Noy declared an interest in respect of cheques to be signed reimbursing them for their Fireworks event expenditure - agenda item 280.07.2
2. **Receipt of written requests for dispensations:** None
3. **Consideration of requests for dispensations:** None

280.03 Minutes of Parish Council Meeting 278 held on 10th July 2017

It was unanimously **RESOLVED to approve the Minutes of Parish Council Meeting 278 held on 10th July 2017 as a true and accurate record.** The Chairman signed the Minutes.

It was noted that meeting 279, September 2017, did not take place due to being inquorate.

JK/Clerk

280.04 Casual Vacancy: Enquiries have been made but no applications received to fill the vacancy.

Clerk

280.05 Police Report

A crime report for the Parish for September had been received and was read by the Chairman. It was noted that there was only one recorded crime in the period: a car was driven across a drilled field in Buckland causing damage to the crops. In East Herts generally there has been an increase of reported crime (about 13% up), with 519 recorded during the same period.

Cllr Jones added that the Police "Barn Meets" are well worth attending, the next one being on 21st November at 9.30am at the Halfway House in Hunsdon.

280.06 Chairman's report

The Chairman said there was an excellent turn out of about 20 parishioners attending the AED familiarisation event in St Andrew's Church on 4th September. It could be repeated at the 2018 summer event. It was unfortunate that only the Chairman and Clerk were available for the Parish Council Meeting that evening, which could not take place because there was not a quorum of members present.

280.07 Finance

1. Accounts

Accounts summary 1 Sept to 31 October

	£
Opening bank balance 01/09/17	19,298.43
Income 01/09/17 to 31/10/17	4,303.92
Expenditure 01/09/17 to 31/10/17	<u>2,933.15</u>
Cashbook balance 31/10/17	20,669.20
Plus unpresented Sept/Oct cheques	0.00
Minus presented cheques from previous period	<u>0.00</u>
Reconciled cashbook/bank balance 31/10/17	<u>20,669.20</u>

It was **RESOLVED to accept and approve the September/October accounts statement.**

2. Approval and signing of cheques for payment

Date	Payee	Item	£	Chq	Power
4/9	Hormead PC	Reimburse LCR subs 1/3 rd	5.67	770	LGA 1972 s111
4/9	A Marks	Website build & set up	400.00	771	LGA 1972 s111
4/9	S Edwards (Acer)	Grass cuts 5 to 9	1,000.00	772	OSA 1906 ss9, 10
4/9	M Webb	Bus shelters & kiosks 4/6	80.00	773	LG(MP)A 1953 s4 PCA 1957 s1
4/9	S Hall	Litterpick Aug/Sept	150.00	774	OSA 1906 ss9, 10
4/9	BDO LLP	Annual Return Ext Audit	120.00	775	LGA 1972 s111
4/9	Petty cash (Clerk)	July/August	28.07	776	LGA 1972 s111
4/9	Clerk	Mileage etc July/Aug	27.80	777	LGA 1972 ss112, 151; LA 2011 s41
4/9	Clerk reimburse	75kg daffodils	95.92	778	LGA 1972 s144
4/9	Clerk reimburse	Ink Cartridges x 4	76.94	779	LGA 1972 s111
4/9	Clerk	Salary plus, Jul/Sept	498.95	780	LGA 1972 ss112, 151; LA 2011 s41
4/9	HMRC	PAYE 2 nd quarter Jul/Sept	124.80	781	LGA 1972 s112
	cancelled	cancelled	0.00	782	-----
6/10	Cash advance	Fireworks purchase	325.00	783	LGA 1972 s145
6/11	P Brownless	Litterpick 2017/18	900.00	784	OSA 1906 ss9, 10
6/11	S Hall	Litterpick Oct/Nov	150.00	785	OSA 1906 ss9, 10
6/11	British Legion	Poppy wreath	25.00	786	LGA 1972 s137
6/11	M Webb	Bus shelters & kiosks 5/6	80.00	787	LG(MP)A 1953 s4 PCA 1957 s1
6/11	Clerk	Mileage etc Sep/Oct	33.75	788	LGA 1972 ss112, 151; LA 2011 s41
6/11	S Edwards (Acer)	Grass cuts 10 to 12 +2	1,000.00	789	OSA 1906 ss9, 10
6/11	E Lippiatt	Reimburse - TEN licence	21.00	790	LGA 1972 s145
6/11	ICO	Data protection register	35.00	791	LGA 1972 s111
6/11	J Kenyon	Reimburse BBQ food	90.85	792	LGA 1972 s145
6/11	J Noy reimburse	Drinks for fireworks eve	98.12	793	LGA 1972 s145
		VAT included	48.80		

It was unanimously **RESOLVED to approve the signing of the cheques as presented.** Cheques were signed at the end of the meeting. **Clerk**

3. Annual Return 2016/17

BDO, having signed off the 2016/17 Annual Return, it was:

(i) RESOLVED to accept and approve the Annual Return certificate from BDO. **Clerk**

(ii) Noted that the Conclusion of Audit Notice was published in compliance with the Audit Regulations. **Clerk**

4. Financial position against budget

The Clerk presented a full breakdown of the current financial position, and a projection to the financial year-end. The budgeted net income, including the precept, was £9,459. The projected income at year end is £9,634. The extra income is due to two unbudgeted grants. The budgeted net expenditure was £11,210 and against currently anticipated outgoings, is projected to be £12,046 at year end. Part of the extra expenditure is covered by the grants received. Including the 16/17 VAT reclaimed in the current year, the anticipated bank balance at year-end presently stands at £17,775 against the budget of £17,675.

However, the Clerk advised that the incoming General Data Protection Regulation (GDPR) legislation that takes effect in May 2018 may require significant increases in administration and IT costs, both in the current financial year and in 2018/19 and beyond. The costs are impossible **Clerk**

to quantify at this stage, but NALC and HAPTC are working with parish councils to provide realistic information for next year's budget. See agenda item 280.08 below.

5. CiLCA : It was noted that the Clerk has attained the CiLCA qualification with the consequent uplifting of his salary rate to SPC24 on the NJC scale. Clerk

6. Payroll: It was noted that John Harron has retired and that TP Jones & Co LLP has taken over his business on the same terms for the B&CPC payroll. It was **RESOLVED to sign the Letter of Engagement** (signed by the Clerk as RFO after the meeting). Clerk

280.08 General Data Protection Regulation (GDPR)

The Clerk reported that he has attended an HAPTC workshop and has spoken extensively with others in the sector in order to understand what the implications and impact of the new legislation will mean for parish councils. At the present time, NALC and HAPTC are working to clarify the position, including lobbying the Government. Whatever finally emerges, it seems certain that there will be significant extra administration pressures on clerks, particularly in smaller councils where there may be little or no room to spread that burden. There may also have to be new IT arrangements for councillors and staff.

The main points emerging at the moment (by no means comprehensive) are:

- GDPR has passed into law but will not be enacted until 25 May 2018. All procedures must be in place by that date for councils to operate within the new Regulations.
- Ownership of personal data (as defined under the 1998 DPA) will be reversed and revert back to the individual. Councils must have express permission or a demonstrable right to hold personal data and must protect it from loss.
- Councils must, by law, register with the Information Commissioner (ICO) as the Data Controller (DC). An individual within the council (usually the clerk) may be the administrator. (For B&CPC, that is being done now).
- A Data Processor is anyone who processes personal data on behalf of the Data Controller (eg councillors and officers who receive and send emails or hard copies of documents in the course of fulfilling their role).
- All public organisations are required to engage a Data Protection Officer (DPO) who is responsible for overseeing, policing, and driving Data Protection policy. Although the DPO may be a council member, that could raise serious issues of conflicts of interest.
- There must be a contract in place between the Data Controller and the DPO.
- Consent: The burden of truth is reversed and councils will have to be able prove they have been given consent to hold every piece of personal data, from whatever source, or demonstrate that they have an over-riding legal obligation to hold it. The consent must be given by a specific, verifiable, action (ie not by a tick box or by a default option).
- Financial penalties: Heavy fines will be levied for data breaches. The fines will be significantly increased where there is a lack of proper documentation and evidence of compliance and/or where there is the inability to demonstrate a legal reason for holding the data.
- Security in the processing of data will be paramount and therefore the encryption of emails may become necessary. This may pose problems where the clerk and councillors are running different systems. One suggestion is that everyone runs Microsoft 365 Office Pro (which has in-built encryption capability). The problem that many councillors use their own personal computers and may not be willing or able to run 365, has to be addressed. Potential IT costs could be involved. A dropbox or similar system may have to be used for documents.
- HAPTC are currently working with an organisation called DPO Ltd to provide a DPO service for councils. They would take on a lot of the burden of responsibility. Working in blocks of 10 small councils, the cost for buying into the scheme is expected to be around £250pa.
- The clerk will be required to undergo 3 days training as well as to provide a comprehensive list of the electronic and hard copy data sets held by the council in order to set up the arrangement. Much of this will have to be done in the current financial year (not budgeted!)
- Things we are advised to do with some urgency:
 - Get a budget (!!)
 - Get expert advice
 - Get staff trained

Clerk

280.09	<p>PLANNING</p> <p>1. New Planning Applications: NONE</p> <p>2. Decision Notices</p> <p>3/17/1560/HH Pelican Cottage, Chipping: Conversion of existing outbuilding to residential annexe for elderly relative. REFUSED</p> <p>17/01315/1 Sandon Bury Farm: Diversification of site, including access via Whiteley Lane and Sandon Road (North Herts District Council). <i>Decision awaited</i></p> <p>3. Other planning matters: None</p>	
280.10	<p>Correspondence – as per the agenda, for information only</p> <p>LCPAS: re Land Registration (280.11.1)</p> <p>HAPTC: Precept capping consultation HAPTC: Precept capping consultation</p> <p>Parishioner: Re church kissing gate being lifted off its hinges (280.17.2)</p>	Clerk
280.11	<p>Action Plan</p> <p>1. Water wheel: Land Registry is being followed up by LCPAS</p> <p>2. Buckland kiosk refurbishment: Cllr Jones said the follow up with a possible contractor had fallen through. The Chairman said he would make enquiries about another possibility.</p> <p>3. Pond working group programme: The Chairman said he would look at a date for the WP to meet. It was agreed that the new owner of Malyons should be contacted and involved in the discussions.</p>	<p>Clerk</p> <p>JK</p> <p>JK</p>
280.12	<p>Welcome Pack and Community Engagement</p> <p>The Clerk confirmed he had not been able to find any trace of the asset map in the files, but since it had been seen in connection with the BCANP, wondered whether it was being held at The Manor House. Cllr Jones or the Clerk to check with Conor. In the meantime, it was agreed to continue without the map.</p>	JJ/Clerk
280.13	<p>Events</p> <p>1. Bonfire & Fireworks event</p> <p>The Chairman reported the event was a great success and very well attended. Estimates of attendance ranged from 60 to 100 over the evening. The bar took £67.50, which was given to the Clerk for banking. It was felt that a couple of lessons that could be learned were for the information on the flyer to be 100% correct, and for the BBQ to be lit earlier so as to be ready for the first arrivals.</p> <p>2. Christmas Carol Service, St Andrew’s Church, Saturday 16th December, 6pm.</p> <p>Cllr Noy said he had some LED lights that could be used for the tree if needed. It was wondered whether the Buckland Barn would be willing to provide/donate a decorated artificial tree for the event. Their sponsorship could be advertised on the day. It could be set up that afternoon and taken away again after the service. It was agreed that the Chairman would make enquiries. Cllr Harrington asked the Chairman to let her know the outcome so she could inform Karin Weston.</p> <p>Cllr Jones said it was a pity that the service coincided with the Senior Citizens Christmas Lunch because those organising the lunch would be unable to attend. He said there was a need for volunteers to help with the considerable amount of washing up and clearing away afterwards. All help would be most welcome.</p> <p>He also said that he would like to know of any residents who wished to go to the lunch.</p>	<p>ALL</p> <p>JK</p> <p>TH</p> <p>JJ/ALL</p> <p>JJ/ALL</p>
280.14	<p>Website</p> <p>The matter of advertisements appearing on the site was discussed, which it was agreed were unwanted. The Clerk advised that advertising supports the free WordPress option, but these can be removed by upgrading for just £3 a month, paid annually. Cllr Jones questioned whether that was made clear on the website builder’s contract. The Clerk to provide information for further discussion.</p>	Clerk
280.15	<p>Emergency Plan</p> <p>Further changes and updates to the new draft were discussed. It was agreed that mobile phone numbers should be used rather than landline numbers because they are more appropriate in an</p>	

	emergency. Spellings to be checked. The Chairman to compile the changes for the Clerk to incorporate.	JK/Clerk
280.16	<p>New/revised Policy Documents</p> <p>Drafts of ten Policy Documents were submitted by the Clerk: Standing Orders 2017; Financial Regulations 2017; Code of Conduct; FOI Policy; FOI Internal Review (complaints) procedure); Data Protection policy; Data Protection Subject Access Request (SAR) procedure; Equality & Diversity policy; Grievance procedure; Disciplinary procedure. It was RESOLVED to adopt these en bloc and to review them in more detail during following meetings, making any necessary changes. Cllr Harrington agreed to produce a list of amendments for consideration. The Clerk advised that all policies should be reviewed annually, possibly at the Annual Council Meeting in May. A copy of the Transparency Code (2014) for Smaller Authorities was received and noted.</p>	TH Clerk
280.17	<p>Community Matters</p> <p>1. Autumn daffodil planting</p> <p>It was RESOLVED to meet at 10am on Sunday 19th November to plant the bulbs by the junction of the A10 and Barkway Road. Permissions/agreements to be discussed with nearby land owner. Cllr Noy to get a digger if possible.</p> <p>2. Churchyard kissing gate</p> <p>Before taking any action, it was agreed to investigate the report by the litter picker that the gate is being taken off its hinges and left to one side, since the reason is unknown at present and it may be happening for a valid purpose. To check with Julian Thornton, the PROW Officer, and to ask the question in the next newsletter.</p>	JN/ALL JK/Clerk/ TH
280.18	<p>Highways</p> <p>1. Speed indicator Devices (SIDs)</p> <p>There was a discussion on whether it would be possible to get Highways to put two more SIDs between the villages to reduce speeding there. The suggestion was for an additional SID in each village on the alternative side of the road to those already in place, but not necessarily opposite them. Cllr Jones said it was very unlikely that Highways would agree, one reason being that too many can reduce their impact. The Police & Crime Commissioner has a fund for which bids can be made to pay for one. A mobile SID is an alternative, but it would still need Highways approval. The Clerk confirmed that even with private funding, Highways have been very reluctant to consider any more than one device per village. It was agreed that the Clerk would write to Highways to ask for two more SIDs between the villages.</p> <p>2. Broken/disappeared traffic mirror opposite Brookside, Chipping:</p> <p>Cllr Jones said the mirror belonged to the Parish Council, who installed it some years ago. It is not known what has happened to it. It was RESOLVED that Cllr Jones get and install a suitable replacement mirror.</p>	Clerk JJ
280.19	<p>Community Assets</p> <p>There was a discussion on registering both The Countryman pub and Buckland Church with East Herts as community assets. Following a vote, it was unanimously RESOLVED to add St Andrew's Church to the community asset register. Following a second vote it was RESOLVED by 4:1 to add The Countryman to the community asset register. The Clerk to write to the head of Planning or the Conservation Officer, as appropriate.</p>	Clerk Clerk
280.20	<p>Other Matters</p> <p>1. Reported trees down in Daws Lane: It was noted that these have now been cleared.</p> <p>2. Remembrance Day Service: It was noted that the Chairman will represent the Parish Council at the Remembrance Day Service in Buntingford on Sunday 12th November.</p> <p>No parishioners were present for public comments</p>	
280.21	<p>Urgent matters received too late for the agenda</p> <p>Cllr Jones gave a report on the Community Bus project. A second-hand bus has been purchased and the service will commence on 4th December. Drivers and an administrator have been</p>	Clerk/JJ

engaged and finance has been secured. It will be running from Buntingford to the satellite villages. There will be no fixed timetable or bus stops since that would necessitate a more complex licencing arrangement; rather the bus can be hailed anywhere along the route. The fare will be a nominal £2 around the villages or £1 in town.

Clerk

280.22 Items for future agendas

- Budget and precept for 2018/19 – January meeting
- General Data Protection Regulation (GDPR) arrangements
- Chipping Milestone restoration (liaise with Rod Taylor)

Clerk/
ALL
Clerk

280.23 1. Calendar of Meetings for 2018

It was **RESOLVED to adopt the draft Calendar of Meetings as submitted.**

Clerk

2. Date and time of the January meeting

Monday 15th January, 7.30pm, The Manor House, Buntingford

3. January Newsletter

1. **Editor:** Cllr Teresa Harrington
2. **Deadlines:** (i) final copy to editors 2nd January; OK Press for printing 3rd January
(ii) Printed copies by 5th January for distribution.
3. **Outsourcing printing.** Discussion deferred.

ALL/TH
TH
Clerk

There being no further business, the Chairman thanked everyone for attending and closed the meeting at 9.50pm.

Signed.....Dated.....