

**MINUTES OF A MEETING OF  
ELLESBOROUGH PARISH COUNCIL  
HELD ON TUESDAY 16<sup>TH</sup> JANUARY 2018 AT 7.30PM  
IN ELLESBOROUGH PARISH HALL**

Present: Councillors:  
R Alexander (Chairman) M Glover  
D Panikkar M McGrail  
D Hayes

Parish Clerk: R Norris

**Action**

**Item 1.1 Apologies.** Apologies had been received from Councillors Hares and White.

**Item 1.2 Open Forum.** There were no members of the public present so nothing was discussed under this item.

**Item 1.3 Declarations of Interest.** There were no declarations of personal or prejudicial interest from the Councillors present at the meeting for items on the agenda.

**Item 1.4 Minutes.** The minutes of the meeting held on 21 November 2017 were unanimously approved and duly signed.

**Item 1.5 Road Safety Issues.** The Clerk reported that he had had some discussion with Thames Valley Police (TVP) about the provision of Average Speed Cameras. The police are talking to Bucks CC about providing them but there are certain requirements that have to be met and it will be up to Bucks CC to decide where they will be installed. However, Chalkshire Road might meet some of the requirements as it is relatively straight and without many turnoffs. The Parish Council would also be prepared to make a significant contribution to the cost of the cameras. The Clerk is to contact Bucks CC and TVP to make them aware of our wish to be involved in the introduction of these cameras in the County.

With regards to the problem of the bus stops near the church and the school bus, it was the subject of much discussion, particularly as the Councillors recognise that it is dangerous not only for pedestrians but also vehicles exiting the church car park. However, the Parish Council has no powers or responsibility in the positioning of bus stops or indeed for the safety of the roads in the parish. Nevertheless, the Council would support Mrs Hulett to have the bus pick up her son outside her house. The Clerk is to inform her of this decision.

**RN**

**Item 1.6 Clerk's Report.** The Clerk said that he had received a letter from Network Rail about the East West Rail Consultation. However, this round of consultation concerns the line from Aylesbury to Milton Keynes and hence does not affect Ellesborough. Two requests for donations had been received, one from Padstones which is an organisation providing support for young homeless people, and the other from The Open Spaces Society. The subject of donations will be covered in Item 1.9 but the Council decided that it would not make a donation to either organisation.

**Item 1.7 Recreational Facilities.** Councillor Panikkar was continuing to progress the provision of a new basketball hoop and was also investigating the provision of a small zip wire in the playground. Also, she had been unable to contact Wycombe DC about the whereabouts of the annual inspection report.

**Item 1.8 Planning.** Councillor McGrail reported that he had reviewed the planning applications and there was nothing of consequence for the Council to review. As expected the application for the conversion of an outbuilding in Terrick had been refused.

**Item 1.9 Finance.** The bank statement, the reconciliation statement and the expenditure against budget were all checked and found to be in order. The following payments were approved:

Sign Wizard (Affordable Housing Banner)	800096	£75.84
Ellesborough Parish Hall (Hire 21 Nov 17)	800097	£15.00
Ellesborough Parish Hall (AH Mtg & Carol Con)	800098	£36.00

The following payment was made:

R Norris (Hedge Cutting Playing Field)	800099	£216.00
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The meeting noted that current account balance as at 9 Jan 18 was £20,563.87 and that the balance as per the cashbook was £20,654.71. The balance in the savings account was £35,32.65. There followed a discussion on the precept, the budget and the possibility of a large cost if the Average Speed Cameras had to be paid for. Also, the Clerk had raised the need to rationalise the headings in the accounts software so that they more accurately reflect the spending of the Council. Lastly, the problem of determining the Clerk's salary was raised as it should be entered in the budget, but at the moment, as per the Standing Orders, it is reviewed at the meeting in July. The meeting decided this was illogical and that it should be discussed at this meeting so that an accurate budget may be prepared at the same time as the precept is set. Consequently, the Clerk left the meeting room so that the Councillors could discuss his salary. An increase of 5% was agreed raising it to £5250.00. With regards to the precept, the meeting agreed that our reserves were quite considerable and that the precept could be reduced. However, because of the restrictions on increasing precepts/taxes, the Council was reluctant to reduce it by too large a figure. After discussion, a 5% reduction was agreed on bringing the precept down to £18,636.79 and this together with the decrease in the Council Tax Support Grant will reduce our income to £18,909.63, a total reduction of £1023.46. The Clerk is to advise Wycombe DC of our precept figure and amend the Standing Orders to reflect the new time for the Clerk's salary to be reviewed. The meeting agreed revised figures for the 2018/19 budget and these will be published shortly. Lastly, the Chairman and the Clerk will review the headings in the accounts software so that they align with the Council's spending.

**RN,RA**

**Item 1.10 Footpaths, Stiles and Gates.** The Clerk told the meeting that a reply had been received from Tim Lee regarding the 2 stiles, and he had agreed to their replacement. Councillors Hares and White have been informed.

**Item 1.11 Field in Trust.** The Clerk had had a meeting with David Sharman from Fields in Trust and he had been quite enthusiastic about the land we were proposing should be put in trust.

He had taken copies of the documents we held about the land areas and the charities that governed them and was hopeful that they would be sufficient for them to proceed with getting the land put into trust. The only piece of land that they would not action was the allotments. The Clerk is to see if he can find out how long the process will take.

RN

**Item 1.12 Affordable Housing.** Following the meeting in December, there is a need for anyone wanting housing to be registered with Wycombe DC. Because of the Data Protection Act, Ellesborough PC cannot be given the names of those people who responded in the survey saying they needed accommodation, so the Chairman will include a note in the next magazine reminding people of the need to register with Wycombe DC. The Clerk is to ascertain how people may apply and advise the Chairman.

RN

**Item 1.13 Dunsmore Internet Provision.** Now that British Telecom are planning to upgrade the cabinet that serves Dunsmore with fibre internet, the planned upgrade by Dunsmore residents has been put on hold.

**Item 1.14 Data Protection.** The Clerk advised that the Council should have been registered with the Information Commission a number of years ago but it hadn't been done. With the forthcoming change in the law regarding data protection the Chairman was concerned that we were not complying with the requirements of the Data Protection Act. Also, there was the imminent need to appoint a Data Protection Officer (DPO). The Clerk said that there had been quite a conflict of opinion about this and whether or not the DPO could be an employee of the organisation that he was acting for. The precise credentials that a DPO is expected to have are not specified. However, it is expected that they should have professional experience and knowledge of data protection law. This should be proportionate to the type of processing the organisation carries out, taking into consideration the level of protection the personal data required. Ellesborough PC only holds the names and email addresses of parishioners and other contacts, and the pecuniary interest information of its councillors. This latter information is already available to the public and under the new transparency rules will be on our website. The Clerk is take the necessary action to register the PC with the Clerk nominated as the DPO. Additionally, the Clerk is to arrange with Councillor White how we may easily enter information onto our web site.

RN,AW

**Item 1.15 Matters of Report.** Councillor Glover reported that the good turnout of Councillors at the carol concert had been noted. He is also liaising with Councillor White about the provision of a new sign for the parish hall and a new notice board for Dunsmore. A date for the summer party needed to be set and the 2 best dates were the 7<sup>th</sup> or the 14<sup>th</sup> of July. The meeting agreed that the 7<sup>th</sup> was the best date. Councillor McGrail said that BT still had to remove the old telephone box. He will liaise with the Clerk to get this done.

RN,MMcG

**Item 1.16 Next Meeting.** The next Parish Council Meeting will be on 20 March 2018 at 7.30pm in Ellesborough Parish Hall.

The meeting closed at 20.55 hrs.

Signed

Councillor Robert Alexander  
Chairman  
Ellesborough Parish Council