

MINUTES of the Meeting of **Great Brickhill Parish Council** held on
Tuesday 1st May 2018 at 7.00pm in the Parish Hall, Great Brickhill

PRESENT: Cllrs Mr C Leech (Chairman), Mr D Bratt, Mr R Kettle, Mrs K Layland, Mrs W New, Ms B Wight

IN ATTENDANCE: Mrs K Barker (Clerk), 2 members of the public were present

1293 Election of Chairman and Vice-Chairman

Election of Chairman – Cllr Wight proposed Cllr Leech be elected as Chairman. Cllr Bratt seconded the motion. There being no other nominations and Cllr Leech being willing to accept, he was duly appointed as Chairman of Great Brickhill Parish Council.

Election of Vice-Chairman – Cllr Kettle proposed Cllr Wight be elected as Vice-Chairman. Cllr Leech seconded the motion. There being no other nominations and Cllr Wight being willing to accept, she was duly appointed as Vice-Chairman of Great Brickhill Parish Council.

1294 Apologies for absence – Cllr Mr A Middleton

County Cllr Mrs J Blake and District Cllr Mr N Blake
(to attend the Annual Meeting to give a report)

1295 Minutes

The minutes of the meeting held on 3rd April 2018 were approved. Cllr Bratt proposed, seconded by Cllr Wight the approval of the minutes as a true record, all agreed by those present and signed by the Chairman.

1296 Declarations of Interest

There were no declarations of interest.

1297 Matters arising

Cllr Bratt reported that the planning department at AVDC has been approached and has provisionally agreed to the proposed new access to the toilet in the Parish Hall.

1298 Finance:

1298.1 Bank balances:

Barclays/Santander	£
Community (Barclays)	49,490.81
Business Reserve (Barclays)	4,285.38
Business Premium (Barclays) MUGA Income	2,713.18
Investment Business Premium (Barclays)	0.04
Business Reserve (Santander)	55,635.26
Business Bond (Santander)	85,685.07
TOTAL	197,809.74

1298.2 Cllr Bratt proposed, seconded by Cllr Kettle the approval of the following payments, all agreed:

Cheque Number	Payee	£
700654	K Barker – Salary	400.64
700654	K Barker – Expenses	33.20
700655	Turney Landscapes – grass cutting	750.00
700656	Barbara Osborne – payroll/HMRC Admin	80.00
700657	CPM Playgrounds – inspections	90.00
700658	Zurich Municipal – insurance renewal	827.22
700659	e.on – electricity bill	390.17
700660	Marco Loxley – Youth Café	304.81
	TOTAL	2,876.04

1298.3 Other financial matters:

1298.3.1 Budget Report

The Clerk said that the new budget will be drawn up and distributed at the next meeting.

1298.3.2 Precept – 1st half received £15,550.00

Noted by the Parish Council.

- 1298.3.3 MUGA income April £120.00
Noted by the Parish Council.
- 1298.3.4 Santander Bond
The Chairman and Vice Chairman signed the new Bond application form. The Clerk to send the form to Santander. **(Action Clerk)**
- 1298.3.5 Insurance renewal
The insurance renewal from Zurich was noted by the Parish Council. The Clerk to ensure that all new assets for 2017/18 are added to the schedule. **(Action Clerk)**
- 1298.3.6 Audit 2017/18
The Clerk said that the Internal Auditor will be visiting on 31st May. The accounts will need to be approved and signed at the June meeting.

1299 **Public Participation**

There were no comments from members of the public.

1300 **Planning:**

1300.1 Planning Applications

1300.1.1 18/01359/APP – 49 Green End – first storey extension. The Parish Council support the application subject to the natural mature trees and hedgerow remaining in place. The Parish Council confirmed that they would attend the development control committee if required.

1300.2 Decisions:

There were no decisions.

1300.3 Other Planning Matters

1300.3.1 Lavente Gate development
There was nothing further to report.

1301 **Parish Council Administration**

1301.1 GDPR Compliance

The Chairman proposed, seconded by Cllr Layland to adopt the GDPR policies:

- Data Map
- Data Protection Policy
- Subject Access Request Procedure
- Data Breach Policy
- Records Retention Policy
- Consent Form
- Privacy Notices

The documents to be placed on the website.

(Action Clerk)

The Clerk reported that the Government is tabling an amendment to the regulations to exempt Parish Councils from appointing a Data Protection Officer.

The Clerk confirmed that all Cllrs will be required to complete the Security Compliance Checklist and return it to the Clerk. **(Action all Cllrs/Clerk)**

The Clerk confirmed that the Parish Council will need to register with the ICO as a Data Controller and pay the relevant Data Protection Fee of £40. To be actioned at the June meeting.

(Action Clerk)

1302 **Matters for the newsletter**

Best Kept Village Competition, Unauthorised use of Parish Hall car park, problems with the dumping of rubbish in Poors Acre car park, flytipping and vandalism to temporary road safety signs

1303 **Date of next meeting – Parish Council Meeting - Tuesday 5th June 2018 at 7.30pm**

1304 **The meeting closed at 7.50pm**