

**MINUTES OF THE MEETING OF BRILL PARISH  
COUNCIL HELD ON TUESDAY 17<sup>TH</sup> APRIL AT BRILL  
MEMORIAL HALL AT 8.00 PM**

**Present Cllr Buggey ,Cllr Cadle, Cllr Edmonds, Cllr Fisher, Cllr Turner, Cllr Hamilton, Cllr Branson and 5 members of the public.**

- 018/062 To receive and accept the apologies for absence – Cllr Edmonds**
- 018/063 Any Declarations of Interest – Cllr Turner Item 018/065  
Cllr Fisher Item 018/075**
- 018/064 To approve the minutes of the previous meeting - Approved**
- 018/065 Planning**  
**18/00973/APP – BRILL** The Old Plough 35 Windmill Street Brill Buckinghamshire HP18  
9TG Single Storey Rear Extension  
**No objections**  
**18/01038/ALB – BRILL** The Old Plough 35 Windmill Street Brill Buckinghamshire HP18  
9TG Single Storey Rear Extension  
**No objections**  
**18/00927/AAD – BRILL** The Pointer B B 18 Church Street Brill Buckinghamshire HP18  
9RT The POINTER in single steel letter to match the pub - fixed to brickwork  
**No objections**  
**18/00794/AGN – BRILL** Land To The Rear Of The Firs Brill Buckinghamshire  
Erection of agricultural building  
**No objections**
- 018/065.1 Decisions Received**  
**18/00700/ACL** Land off Thame Road – Refused
- 018/065.2 Enforcement Issues**  
**Land off Oakley Road – Clerk to chase update**  
**1 Godfrey Close Brill** A resident has witnessed builder on site, when advised to suspend further work. This has been reported to the planning officer who has reported it to the enforcement team. The Clerk will continue to monitor the situation and ensure the Parish Council are advised on the decision. The Clerk will also find out the date for the next Planning Development meeting at which the application may be heard.
- 018/066 Common Land**  
**Common volunteers are reinstating the fence at where Harris Close abuts South Hills.**  
**There is no vehicular access over common land to Harris Close and the fence preventing this needs reinstating.**  
**The owner of Harris Close has queried the location of Footpath no. 9. This has been referred to Bucks County Council for resolution.**
- Consultation with common volunteer – The Common Volunteers and BEG have written into the Parish Council with concerns that the clearance work carried out in the winter on North Hills will effect biodiversity. The Parish Council worked within the terms of the HLS agreement. They will however ensure that there is greater communication with the environment group, common Volunteers, Parish Council and contractors moving forward. It should also be noted that there is no further work planned for the foreseeable future.**  
**Action Clerk to advise.**

- 018/066.1** Capital claim – Natural England has confirmed receipt of the claim form and will advise when payment for this and the routine payments under the scheme will be made.
- 018/046.2** Track across The Green – Cllr Cadle will advise the Contractor to install stobbs to prevent vehicular access across The Green in front of Stable House. Temporary cones have been placed as an interim measure. The stobb by the windmill will be reinstated at the same time.
- 018/066.4** The Walks – Cllr Buggey advised that fences around the pond have rotten posts and these need replacing soon. Quotes and action are being sourced  
Work has been carried out by one of the volunteers and the Parish Council agreed to pay any out of pocket expenses. Action Clerk
- 018/067** S106/LAF Funding - Community Cinema – The application has been successful and all remaining S106 funds - £6300 will be awarded to the scheme.  
The Parish Council support any work required to install the motorised screen in the village hall. This may involve moving an electric heater.
- Tennis Court/ Multi surface area – Further quotes are being obtained for the work.  
Cllr Buggey will continue to monitor and report on progress. Funding applications are being advised
- 018/068** Village Website/Facebook page – Meeting scheduled for the 8<sup>th</sup> May with Mr Caddy. Cllrs Hamilton and Fisher will also attend. Failure to resolve prior to the May will drive the council to seek professional help.
- 018/069** GDPR - (Data prepping) - Getting ready to comply with the requirements
1. Nominate a Cllr to manage the implementation of GPDR – Cllr Fisher
  2. \*Carry out a data audit - Clerk
  3. Identify and document a lawful basis for processing data (includes erasing personal data and building in extra protection for children)
  4. Check that the processes meet individuals new rights
  5. Know how the deal with a subject access request (a request for information)  
Operate within the NALC guidelines
  6. Review how to get consent to use personal data -
  7. Update policies and notices to confirm GPDR compliant  
- All Cllrs will create a PC specific email address – Action All
  8. Websites/Social media – Control access to a restricted area – Action to be agreed at the meeting scheduled for the 8<sup>th</sup> May
  9. Appoint a data protection officer – Await brief from NALC
  10. Include information in the PC'S risk assessment – Cllr Fisher to assess risk factors
- 018/070** APM/Unsung hero award – Promotion of and nominations for  
Posters are on display  
Two Unsung Hero nominations received to date – Closing date 27<sup>th</sup> April 2018  
Apologies for the APM received from Cllr Newman
- 018/071** \* Risk Assessment – Cllr Fisher to include risk factors and resolution for GDPR  
Cllr Turner to remark the bus shelter glazing
- 018/072** \* Financial report – All areas performed well within budget with exception to the expenditure on the common where investments to improve parking, clearance work

and the installation of permanent water troughs were made.

- 018/073 Annual return for the year ended 31 March 2018**
- 018.073.1 To agree the completion of section one of the annual return – This will be deferred to May following the internal audit.**
- 018/073.2 To approve and adopt the accounts for 2017/2018 – This will be deferred to May following the internal audit.**
- 018/074 \* Clerk’s Annual Review – Cllr Newman/Cllr Bugey – The Clerk had a successful review and was thanked for her support during 2017/18.**
- 018/075 \* To review the Correspondence Report - See item 018/066**
- 018/076 \* To review the report of Outstanding Parish Council Issues – Clerk to chase the work on the playground which has now become quite urgent as the paintwork is quite sharp in places. Action Clerk  
Cllr Bugey to assist with displaying school car safety posters Action Cllr Bugey**
- 018/077 \* To review the report of Repairs, Defects and Queries – Clerk and Cllr Macpherson to escalate potholes on Thame Road.  
Cllr Cadle to examine spring and consider re diverting water into a ditch on Tram Hill. Action Cllr Cadle**
- 018/078 Requests and Permissions – Football donation - £250 agreed – Clerk to advise.**
- 018/079 Report on meetings attended by Councillors - Cllr Fisher attended the meeting with Martin Tett (B.C.C.) on the Unitary Council . He will also attend the AVDC’s meeting of the same and provide a summary to all at the meeting in May. Action Cllr Cadle**
- 018/080 Receipts and Payments**

**Receipts – April**

Santander	29.44 Interest
BCC	1542.78 Grass – Devolution payment
Brill Memorial Hall Committee	3863.05 Doors

**It was proposed by Cllr Turner and seconded by Cllr Hamilton that the following payments be approved. Carried unanimously**

**Payments - April**

G Govier	20.00 Emptying Playing Field/Windmill
Bins	
G Govier	25.00 Cleaning bus shelter windows
BT	71.46 Telephone Charges
E.O.N.	346.90 Street Lighting
Lesley Shaw	583.00 Clerk salary
Oxford Ironmongery	3902.64 Hall doors
Brill Memorial Hall	2000.00 Grant
Cricket Club	250.00 Donation
BVCH	600.00 Donation
BVCH	85.57 Additional spend
BMKALC	190.10 Annual subscription