

**MINUTES OF THE ANNUAL MEETING OF BRILL PARISH  
COUNCIL HELD ON TUESDAY 15<sup>th</sup> MAY 2018 AT BRILL  
MEMORIAL HALL AT 8.00 PM**

**Present Cllr Newman, Cllr Cadle, Cllr Bugey, Cllr Turner, Cllr  
Hamilton, Cllr Fisher, Cllr Edmonds and 1 member of the public.**

**018/081 Election of Chairman and Vice Chairman**

Cllr Bugey took nominations for the election of Chairman. It was moved by Cllr Turner and seconded by Cllr Cadle, that Cllr Newman be elected Chairman.

**This was carried unanimously.**

Cllr Newman in the chair asked for proposals for vice-chair and it was proposed by Cllr Cadle that Cllr Bugey should be elected this was seconded by Cllr Hamilton.

**This was carried unanimously**

**018/082 To receive the Declarations of Acceptance of Office and Register of Members Interest**

**018/083 Appointments of Council Representatives to Committees**

All Councillors	Common Land maintenance and encroachment
Clerk/Cllr Bugey	Funding Applications/S106 Money
All Cllrs	Key community groups and initiatives
Cllr Hamilton	Editor – Windmill Times/Annual Report
Cllr Newman/Clerk	LAF Meetings (Quarterly Meetings)
All Cllrs	NAG/ Police liaison
Mr Sebire	MVAS
Cllr Fisher/Cllr Hamilton	Village Website
Cllr Fisher	GDPR
Clerk	Playground Inspection
Cllr Turner	Farmer/BVCH Liaison
Cllr Bugey	School Liaison
Cllr Edmonds	Memorial Hall
All Councillors	Highways
Cllr Newman	Brill Society/Windmill
Cllr Cadle	Brill Sports and Social Club
Cllrs Bugey/Turner	Walks Management Committee (Bi- monthly)
All Councillors	Street lighting, litter, benches, planning and dog fouling

**018/084 To receive and accept the apologies for absence  
Cllr Macpherson (B.C,C) and Cllr Branson (A.V.D.C.)**

**018/085 Any Declarations of Interest – None**

**018/086 To approve the minutes of the previous meeting - Approved**

018/087

**Planning**

**18/01424/APP – BRILL** 75 Temple Street Brill Buckinghamshire HP18 9SU  
Single storey extension to create a garage

**No objections**

**18/00471/APP – BRILL** 1 Godfreys Close Brill Buckinghamshire HP18 9SW  
One and a half storey side and rear extensions, single storey rear extension with balcony above, basement accommodation to side of dwelling, garden building, porch and detached garage to the front. (amendment to 16/00368/APP – retrospective)

**Object – Brill Parish Council will be re submitting the full details of their original objection with addition comments on the glass mounting the rear of the property. In the event the application is not refused at district level it will need to go to Planning committee to be determined.**

The Cllrs would like it noted that such an out and right abuse of the planning policy should be refused, however indication has been given from the District Cllr that the application will be determined at the development planning committee.

The Parish Council will represent at the committee following their submission of objections under sections 8 and section 35 (material planning policy and design) This information has been supplied by the District Cllr who is in full support of the objection.

The Clerk will endeavour to find out when the forthcoming planning committees take place and Brill Parish Council will send at least one representative. Action Clerk

**18/01341/APP – BRILL** Land To The Rear Of The Firs Brill Buckinghamshire  
Erection of Agricultural Barn

**No objections**

**018/087.1 Decisions Received – April**

**Various works to trees - see specification for works**

**The Old Vicarage 3 The Square Brill Buckinghamshire HP18 9RP** Ref. No: 18/00853/ATC | Received: Thu 08 Mar 2018 | Validated: Thu 08 Mar 2018 | Status: Approved

**Erection of agricultural building**

**Land To The Rear Of The Firs Brill Buckinghamshire** Ref. No: 18/00794/AGN | Received: Mon 05 Mar 2018 | Validated: Wed 14 Mar 2018 | Status: Refused

**Application for a Lawful Development Certificate for a proposed single storey garage extension**

75 Temple Street Brill Buckinghamshire HP18 9SU Ref. No: 18/00640/ACL | Received: Tue 20 Feb 2018 | Validated: Mon 26 Feb 2018 | Status: Certificate Refused

**Application for a Lawful Development Certificate for an existing development of a builders Depot and storage yard.**

**Land West Of Thame Road Brill Buckinghamshire** Ref. No: 18/00700/ACL | Received: Fri 16 Feb 2018 | Validated: Fri 16 Feb 2018 | Status: Certificate Refused

**018/087.2 Enforcement Issues**

Land off Oakley Road – The boundary or fence have not been reinstated – Action Clerk  
1 Godfrey Close Brill – Update – See item 018/087.1 – Continue to monitor  
Land west of Thame Road – The commercial use certificate has been refused but the land has not been reinstated. Action Clerk to chase

**018/088 Common Land**

**018/088.1 HLS – Annual Claim has been submitted by the deadline 15<sup>th</sup> May. It is now understood that the deadline has been extended. Clerk to continue to chase all o/s annual and capital payments. Action Clerk**

**018/088.2 Track across The Green – Action Cllrs Turner and Cadle to chase the contractor and advise additional stobb required at The Windmill site.**

**018/088.3 The Walks – Fence on Tram Hill side of The Walks is in need of urgent repair. The cost is deemed to be under the required authorised limit - £350. Cllr Turner to instruct the contractors to carry out the work asap.  
New spring required for the gate on the North Hills access to The Walks. Cllr Turner to liaise with neighbouring resident to source and repair – Action Cllr Turner  
Obtain a quotation to reduce willow trees to the required 5 feet – Action Clerk**

**018/089 LAF Funding – Feasibility study – Traffic issues – Following the APM where a number of traffic related issues were raised the Councillors debated the need for a transport feasibility study. This is necessary when considering the need to carry out traffic related issues. The cost can run in to £1000's and may be partially funded by the Local Area Forum. The study does not cover actual costs to carry out the work. The Councillors felt that the main priority was to prevent parking within 10 mtrs of the junction of Windmill Street/High Street and would like to use white lines. Although this would not be enforceable they do prevent parking in the majority of cases and would not require a costly feasibility study. The Cllrs would like to find out if LAF is available to carry out the work. Action Clerk to investigate**

**Tennis Court/ Multi surface area – Cllr Bugey to update at the June meeting.**

**018/090 Village Website/Facebook page – Clerk/ Cllr Hamilton/Cllr Fisher attended a meeting with a previous Councillor who had time to examine the merits of the existing embryonic stages of the website. This concluded in realising that the website still required a great deal of work at additional costs to the provider and is currently not easily recognised on the google search engine.  
The existing provider will also requiring a hosting fee in addition to any cost to add to the website.  
He went on to advise that Wordpress enable you to develop and change your own website at no cost and as with the existing provider charge a hosting fee only, which for business users provides ongoing remote support.  
It was appreciated that an amount of money had been invested but equally more investment would be required to get the website in a usable state.  
Given the merits and flexibility of Wordpress, Cllr Bugey proposed to develop the Wordpress website and move away from the initial investment, this was seconded by Cllr Fisher and carried unanimously.  
The website will be Brill Parish Council not Brill village and Cllr Hamilton will source the website name and provide the information to Cllr Fisher who will then start to build. Action Cllr Hamilton/ Cllr Fisher  
This will be reviewed at the meeting in June and updates will be provided by the clerk on an ongoing basis. Action Clerk**

- 018/091**      **GPDR - (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 to deal with a subject access request (a request for information)**
  - 6. Review how to get consent to use personal data**
  - 7. Update policies and notices to confirm GPDR compliant**  
- PC specific emails w/e/f 7<sup>th</sup> May 2018
  - 8. Websites/Social media – Control access to a restricted area**
  - 9. Appoint a data protection officer – Not required**
  - 10. Include information in the PC’S risk assessment – Updated Clerk**  
The Clerk has also been approached by a member of the Hall Committee and will advise them that they must ensure staff and hirers are covered by the new requirements. It is understood that the Hall Committee do not market individuals. It is the responsibility of the Hall Committee to appoint someone to manage the implementation of GDPR. Action Clerk
- 018/092**      **Review APM – The Annual Parish Meeting and Annual Report were well received.**  
**Comments made on the capital expenditure on the common, were fully explained as was the general performance to budget.**  
**Traffic issues were also raised – See item 018/089**
- 018/093**      **\* Risk Assessment – GDPR added to risk assessment**  
**Bus shelter glass markings satisfactory as per Cllr Turner**
- 018/094**      **Playground – Rospa report - Maintenance work – Clerk to prioritise the work and meet with two residents who are keen to carry out work for the Parish Council as they have an interest in maintaining this village amenity, The Councillors believe this will give a fair evaluation of the cost and requirements. The Clerk will advise on any further work requirements.** Action Clerk
- 018/095**      **\* Standing orders – All Councillors will review the template draft and ensure specific Brill Parish Council items are included. The Clerk will recirculate an amended copy to all Councillors prior to the meeting in June.**
- 018/096**      **Annual return for the year ended 31 March 2018**
- 018.096.1**      **To agree the completion of section one of the annual return**  
**To agree the completion of section one of the annual return - The Clerk read out all items in this section and this was agreed and completed at the meeting. The Chairman – Cllr Newman, signed and dated this section of the return**
- 018/096.2**      **To approve and adopt the accounts for 2017/2018 – Approved**
- 018/097**      **\* To review the Correspondence Report**
- **Plates (Brill scenes) donated to PC – Clerk to send a letter of thanks**
  - **BBOWT Oxford – Cambridge Expressway – PC to obtain summary on the proposal and await opportunity to comment**
  - **M Tett (B.C.C.) – Unitary model – All of the electorate have been invited to comment a via direct communication**

- 018/098** \* To review the report of Outstanding Parish Council Issues  
Circulate dates to all Councillors for a Saturday am walkabout/working together meeting  
Action Clerk
- 018/099** \* To review the report of Repairs, Defects and Queries  
Potholes – Windmill Street – Action Clerk to report to TFB  
Potholes – Muswell Hill – Action Clerk to report to TFB  
Bench Tram Hill – Strimming required – Action Clerk to ask contractors - Aspire
- 018/100** Requests and Permissions Orienteering 3<sup>rd</sup> July – Common – permitted  
White lines on the school field for sports day - permitted
- 018/101** Report on meetings attended by Councillors Cllr Edmonds – Hall Committee meeting  
GDPR on agenda – see item 018/091  
Cllr Newman – Brill Society - nothing to report.

**018/102 Receipts and Payments**

**Receipts – May**

Santander	29.44 Interest
AVDC	20500.00 Precept
HMRC	1041.25 Vat refund

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

**Payments - May**

G Govier	20.00 Emptying Playing Field/Windmill
Bins	
G Govier	25.00 Clearing paths
BT	48.27 Telephone Charges
E.O.N.	336.04 Street Lighting
Lesley Shaw	583.00 Clerk salary
Lesley Shaw	25.00 Unsung hero award
SLCC	115.00 Annual subscription
Bicester Print	90.80 Annual reports
Sarah Frewin	60.00 Common Machinery – Dec- May
Brill Sports and Social Club	20.00 APM – Hire
Rospa Play Safety	117.60 Playground inspection
Brill Memorial Hall	527.99 Hall rent – 2017/18
Mike Rowland and Son	624.00 Windmill repairs
Phil Parker (Brill football club)	250.00 Donation

**Meeting closed at 10.00 pm**