



**Minutes of the Annual Statutory Meeting of the Sarratt Parish Council held on Tuesday 17<sup>th</sup> October 2017 in The Village Hall, The Green, Sarratt.**

**Present:**  
Councillor D Turner  
Councillor S Dobson.  
Councillor J E Gell  
Councillor M Groom  
Councillor N Mortimer  
Councillor M Musk  
Councillor D B Rees  
Councillor A Soothill  
Councillor P Thorp

**In Attendance:** Mrs J Dawes, Clerk to the Council  
9 Members of the public

**Action**

**156/17 APOLOGIES AND ANNOUNCEMENTS**

Apologies were received from District Councillor Marilyn Butler.

**157/17 DECLARATIONS OF INTEREST**

There were none.

**158/17 MINUTES**

It was proposed by Councillor Dobson, seconded by Councillor Soothill and **RESOLVED** that the minutes of the meeting of the Parish Council held on Tuesday 17th October 2017 be signed as a true record.

**159/17 MATTERS ARISING AND ACTION TRACKER**

Arising from minute 136/17, The Clerk wrote to the Chief Executive at TRDC and a formal investigation into why our request to call in an application was not passed on to the officer.

Arising from 134/17 it was agreed to bring up the Local Forum and the lack of attendance at the next joint meeting of Parish Councils.

**160/17 REPORTS FROM REPRESENTATIVES TO OTHER BODIES**

Councillor Soothill had attended the Remembrance service on The Green and laid the wreath on behalf of the Parish.

Councillor Musk had attended the meeting of the Village Hall.

**161/17 CLERKS REPORT**

The Clerks report is attached to these minutes. The Clerk was asked to bring a specific proposal to the next meeting on what the uses for the Telephone boxes will be.

**162/17 LEAD COUNCILLORS REPORT – PLANNING**

A representative from the Royal British Legion spoke in support of the Planning Application for the site.

**163/17 PLANNING APPLICATIONS**

It was **RESOLVED** that the following observations be made on the planning applications as shown on the attached sheet.

**164/17 DECISIONS**

The decisions made by Three Rivers District Council on the attached sheet were noted.

**165/17 ENFORCEMENT ACTION**

The updated enforcement actions were noted.  
The Clerk was asked to pass on the councils' thanks to the planning officer.

**166/17 PLANNING APPEALS**

The Council noted the appeals on Glenesk and 4 Micklefield Cottages.

**167/17 LEAD COUNCILLORS REPORT - POLICY & RESOURCES**

There was no separate report this month.

**168/17 GENERAL DATA PROTECTION REGULATION**

The Clerk presented the attached paper to the Council on the new Data Protection Regulations that would be coming into force next May. The contents of the report were noted and it was agreed to looking at options in the new year.

**169/17 PARISH PLAN REVIEW**

Councillor Groom presented the attached paper to Council. An article will be put in spotlight and it was hoped to ensure that it was delivered to everyone. Lottery funding is to be sought to carry out the work without any cost to the council.

**170/17 GRANT APPLICATIONS**

Councillor Thorp presented the grants applications. The P & R Group had gone through all the applications in detail. On the basis of information received it had been decided that Sarratt Rebels did not show sufficient financial need for a grant and it was therefore recommended that no grant be made on this occasion. King George V Playing Fields would remain at the previous year's amount and be handled by the office and the Village Hall would also remain at the previous years amount. It was proposed by Councillor Soothill, seconded by Councillor Turner and **RESOLVED** that the grants as per the attached sheet be approved.

**171/17 DRAFT BUDGET**

The final budget was discussed in detail it was proposed by Councillor Musk, seconded by Councillor Mortimer and **RESOLVED** that option 3 of the

budget, which allows for the Youth Club and a building up of reserves to 50% of the precept, in line with policy be accepted and the precept for the year 2018/19 be set at £94,031.

**172/17 APPROVAL OF CHEQUES**

It was proposed by Councillor Turner , seconded by Councillor Mortimer and **RESOLVED** that the cheques to the value of £9,926.44 as attached to these minutes be approved.

**173/17 LEAD COUNCILLORS REPORT – ENVIRONMENT**

Councillor Mortimer reported that a satisfactory management plan had now been received .

Boxing Day’s car rally insurance has been sorted out and a copy of the certificate will be given to the Clerk.

**174/17 APPLICATION TO UPGRADE PARTS OF SA 36 & 37**

The appeal regarding the upgrade of footpaths SA 36 and 37 was noted.

**175/17 FOOTPATHS**

Gates for the circular walk have now been ordered and would hopefully be arriving shortly. This will enable walkers to do a complete circuit without the need to climb over a stile.

A fault has been identified in some of the gates, where the welds are coming away. One gate is being replaced and we are waiting for instructions over what will happen to the remainder.

The footpath warden would be going out to check on remaining gates to ensure that they were sound.

**176/17 CRIME AND ANTISOCIAL BEHAVIOUR**

A report had been received however, they are so out of date that they were worthless. Councillor Mortimer was in discussions with the police about getting the information out quicker.

**177/17 LEAD COUNCILLORS REPORT – HIGHWAYS**

Councillor Gell updated the Council on the current position. The work to Sarratt Road, near Rosehall Farm had slipped again as they were awaiting permits. The County Councillor would be funding a VA sign in Bucks Hill. The Clerk was asked to write to County to establish that ownership of this and the one in Dunny Lane would remain with HCC.

Clerk

**178/17 CORRESPONDENCE**

There was none.

**179/17 PUBLIC QUESTION TIME**

There was none.

**180/17 COUNCILLORS QUESTION & COMMENTS**

The Clerk was thanked for her work on the stand for the Freshers Fair. It was agreed that it had been a fantastic evening and thanks were passed on to Angela for organising it.

It was agreed that an article should go in the January Spotlight regarding next year's precept and grant funding.

The Clerk was asked to put next years' remembrance day on the agenda early in the new year.

**181/17 DATE OF NEXT MEETING**

The next meeting will be held on Tuesday 12<sup>th</sup> December 2017 at 7.30 pm in the back room of the Village Hall.

The meeting closed at 9.40 pm

**Clerks Report November**

This past month I've attended two very informative training sessions on the new audit process and the General Data Protection regulation. At present not a great deal is known about the audit but we should receive more information in the coming months.

The fresher's fair evening was very successful. We received a large number of suggestions for the telephone boxes

	Chandlers Cross	Bucks Hill
Defibrillator	34	28
Noticeboard	9	7
Book share	9	10
Local Produce exchange	2	1
Local History exhibit	1	1
Wifi Access point	1	1
Plant Share	1	1
DVD/CD Exchange	1	1
Found property shelf	1	1
Cycle rack	1	1
Phone Charging point	1	1
Toy swap	1	1

It is believed that the boxes will be decommissioned in the coming weeks.

## New Applications Received Between 01/11/2017 and 30/11/2017

Item No :

Ref No :

<u>Application No</u>	<u>Date Recd</u>	<u>Case Officer</u>	<u>Applicant Name</u>	<u>Location</u>
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## New Application

17/1977/FUL

15/11/2017	Suzanne O'Brien	Landlink Ltd	The Royal British Legion Church Lane Sarratt WD3 6HL
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**Proposal :** Residential development for affordable housing on former Royal British Legion site comprising of 10 affordable homes and associated infrastructure including access and landscaping

**Observations :** The Parish Council strongly object to this planning application on the grounds that:-

The council requests that if officers are minded to approve this application it is called into committee.

The application is for 10 shared ownership properties. This is not acceptable on the rural exception site. There is to be no locality agreement to be entered into protecting these properties for the inhabitants of the parish in perpetuity

The proposal exceeds the designated rural exception site as allocated in the site allocations and the mix of housing doesn't meet the needs of the parish as per Core Strategy CP3.

The Council are very disappointed that the developers and Thrive were invited along to its meeting but have failed to respond to any requests.

The council requests that if officers are minded to approve this application it is called into committee.

17/2169/FUL

15/11/2017	Scot Volker	Mr T Norris	The Mulberry Bush Dawes Lane Sarratt WD3 6BQ
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**Proposal :** Erection of agricultural workers dwelling with associated curtilage

**Observations :** The Parish Council strongly object to this application and request that if officers are minded to approve it is called into committee

The application is for a new dwelling in the Greenbelt for which no special circumstances are being demonstrated.

The proposal is inappropriate development to the detriment of the AONB and The Green Belt

The inspectors decision of 28th January should be upheld

17/2187/CLPD

15/11/2017	Melissa Turney	Mr & Mrs Yates	Ollieberrie Farm Ollieberrie Lane WD3 4NT
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**Proposal :** Erection of an ancillary outbuilding

**Observations :** The application was noted

Signed..... Date.....

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Item No :

Ref No :

<u>Application No</u>	<u>Date Recd</u>	<u>Case Officer</u>	<u>Applicant Name</u>	<u>Location</u>
<b>17/2229/FUL</b>	15/11/2017	Freya Clewley	Mr & Mrs Pearce	The White Cottage Sarratt Road Croxley Green WD3 6AH

**Proposal :** Single storey side extension**Observations :** The Parish Council have no objection with this application.

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<b>17/2326/FUL</b>	15/11/2017	Lauren Edwards	Mr & Mrs Rankin	Micklefield Hall Farm Sarratt Road Croxley Green WD3 6AQ
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**Proposal :** Variation of condition 6 (Time restriction) pursuant to planning permission 08/2240/FUL relating to guest / visitor restrictions.**Observations :** The Parish Council have no objection to this application

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<b>17/2357/FUL</b>	15/11/2017	Jake Shiels	Mr & Mrs Minashi	Harriets End Quickmoor Lane Sarratt WD4 9BP
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**Proposal :** Replacement detached two storey dwelling**Observations :** The parish council has no objection to this application providing the officers are satisfied that the increase in floor area does not exceed the permitted size**Applications Received :- 6**

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Signed.....

**NOTIFICATIONS OF PLANNING DECISIONS FROM Three Rivers District Council**

**Minute Ref 164/17**

**Tue 21 November 2017**

**District Ref**

' C ' Contrary to District 'CD' Contrary Delegated  
' D ' Delegated  
' E ' Endorsed by District 'ED' Endorsed Delegated

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E 17/1207/FUL	Approved	Silfield House
E 17/1217/LBC	Approved	Silfield House
17/1909/FUL	Approved	Great Wheelers Barn

**OTHER PLANNING DETAILS**

<b>CD</b> 17/1271/FUL	Withdrawn	The Cricketers Public House
District COMMENT	This application was withdrawn	Local COMMENT The Parish Council had no objections to this application



## Report to Full Council 21<sup>st</sup> November 2017

### Data Protection

#### Overview:

This report advises the Council of forthcoming changes to the data protection regime. These changes will affect local councils and you will wish to consider what steps the Council should be taking to ensure compliance.

#### Sources:

This report relies on material provided by Hertfordshire Association of Parish and Town Councils (HAPTC) briefings from the National Association of Local Councils (NALC), published guidance by the Information Commissioner's Office and documents connected with the progress of the Data Protection Bill through Parliament.

#### Detail:

The General Data Protection Regulation (GDPR) has direct application and provides new rules, rights and obligations relating to hard copy and electronic management and use of personal data. The Data Protection Bill is the connected and complementary legislation which is currently passing through Parliament.

Although the interpretation and application of the legislation **is not fully clear at this stage**, there are certain requirements that are known and, accordingly, there are steps that the Council can take to work towards compliance by the relevant date of 25 May 2018.

The process of ensuring compliance and conducting an assessment of the Council's processes will help the council to focus on embedding best practice data management and administration, protecting the rights of individuals and, avoiding the interruption to business and costs associated with breaches and enforcement.

The application of the requirements to **local councils and parish meetings** is confirmed in the wording of the legislation, in briefings from NALC lawyers and in a letter of 21 September 2017 from the Department of Department for Digital, Culture Media & Sport. **It seems highly unlikely that the provisions will be disappplied to local councils and parish meetings.** Further sector specific guidance is anticipated in due course.

The new rules apply to data controllers and processors of personal data. The Council holds personal data including personnel information and records relating to members of the public. As a processor of data, the Council will have additional controls and, as a public body, it must appoint a Data Protection Officer (DPO) to advise and support the Council.

The Council may employ a DPO or appoint an external party. It cannot be a councillor as they are insufficiently independent. The DPO must have sufficient expertise for the role and would need to attend training. To date, the only training accessed by the Council has been introductory training held by HAPTC and the DPO Centre (an external commercial provider of data protection services), which has been helpful in providing an initial understanding of what is known and unknown about the data protection framework at this time.

The DPO must represent the interests of individuals about whom data is held and, as such, should not be the person who determines the purpose or manner of processing personal data. We are waiting for definitive advice from NALC lawyers through HAPTC, but provisionally we have received an indication that, as things stand, **it seems likely that their advice will be that the Clerk cannot be the DPO owing to their inherent conflict of interest.** We will be anticipating clear advice on whether small councils with only one relevant staff member will be effectively forced to outsource this service at an additional cost.

Options such as whether the District Councils or County Council or HAPTC can/will accommodate this role are being considered. Use of a third party would not absolve the Council from the need for responsible practices and the need to deal appropriately with any breach.

Councillors will need to be mindful of the need for tighter controls over emails and data-sharing. In particular, it will be necessary to encrypt or anonymise personal data and ensure that personal data is

only processed where lawful to do so. It is important that initial work is conducted within the Council to ensure its administrative and electronic systems are suitably robust with data being suitably controlled and sharing suitably restricted.

The new burdens being created by this legislation, which might include additional staff hours and infrastructure for safe storage and use of hard copy and electronic information (encryption tools etc), are being considered through negotiations between NALC and Government. However, as is often the case, guidance and new burdens money, if forthcoming, are likely to come only at a late stage.

**Recommendations:**

1. The Council minutes it is considering the available options for appointing a DPO and has accessed initial training on the new regime.
2. The Council notes that all councillors will need to develop their own knowledge in this area and will be provided with guidance to support this as and when it becomes available.
3. The Clerk will review the administrative and data systems and seek advice as necessary to ensure compliance and will report any areas of concern to Council.
4. The Council will also consider whether it needs to obtain a third party assessment or employ the services of an external Data Protection Officer service.
5. The determination of the purpose or manner of processing personal data be delegated to [Finance and Governance Committee] until further guidance on managing conflicts of interest are obtained and/or a new member of staff/external party is appointed with DPO responsibility.
6. The Clerk alerts council to any further developments and guidance.
7. The Clerk contacts the Council's insurers to determine the scope of any insurance cover in connection with the new rules and to determine whether there are any additional requirements from the insurers in order for any insurance to be effective.
8. [The Clerk contacts the Council's contractors to determine the steps that are in hand to ensure that they are compliant with the new rules].

## Sarratt Parish Plan Update 2018 – Survey

Five years after the publication of the original Parish Plan, there has been agreement in principle by Sarratt Parish Council to conduct a follow-up to update the Sarratt Parish Plan and to concentrate on elements that the Council needs further information to action accordingly. These include the following

- Broadband and mobile coverage
- Highways
- Housing
- Youth activities
- Plus updates on other questions included in the 2011 survey – based on MG review.

### Next Steps

- Understanding of financial commitment – ST has requested quotes for the following and based on these would recommend SPC applies for funding from the Big Lottery. An estimate would be £3-4,000.
  - Questionnaire printing (450) for those who cannot or do not want to complete on-line (est. ~25% of population) and to ensure every adult [over 16] parishioner (~1800) has the chance to complete the survey.
  - Report printing (colour glossy) – 1,000 (800 to households plus spares)
  - Artwork and design for the final report

- The Survey – timings:

		Action
Dec 2017	Draft Questionnaire – long form	Sandra T
Jan 2018	Review and final agreed	SPC & ST
Feb	Programming for online and printing Promotion to Parish - Notices in post office/pubs/village hall, bus stops etc - Spotlight	ST  SPC
March	Available to complete – 6 weeks completion time with reminders. - Online: ○ Via village website ○ Link in spotlight and on posters - Printed: ○ Available in post office ○ Sarratt Care day to help fill in	SPC  SPC
April/May	Analysis	ST
June-Aug	Draft Report to be reviewed by SPC Summary and Report design	SPC ST
Sept	Publishing date	SPC

- Other points:
  - Previously based on one per household to complete. Should be open to all 16 and over (legal age without consent to complete)

Applicant	Reason	Power	amount awarded 2017/18	amount requested 2018/19	amount granted 2018/19
Ducklings	new role play area	Section 19 Local Gov't Act (Misc's Provisions) Act1976	£500.00	£1,500.00	1500
Sarratt Music Festival	Contribution to the costs of the Children's Concert forming part of the overall Festival, in 2012	Section 112 (1) Local Gov't Ac	£1,000.00	£1,000.00	1000
Sarratt Care	Contribution to Village Hall Hire Charges in respect of Sarratt Care Lunches	Section 145 Local Gov't Act 1972	£2,200.00	£2,200.00	2200
Days Charity	Christmas Vouchers to all residents over 80 to be spent in the village shop	Section 137 Local Gov't Act 1972	£200.00	£200.00	200
Spotlight on Sarratt Parish	Contribution to Production Costs of monthly publication	Section 142 Local Gov't Act 1972	£352.00	£360.00	360
Parish of The Holy Cross,	Contribution to Grounds Maintenance costs.	Local Government Act 1972 s214	£2,400.00	£2,460.00	2460
Sarratt Village Hall	Contribution to building maintenance and running costs	Section 133 Local Gov't Act 1972	£5,000.00	£5,650.00	5000
Sarratt Rebels		Section 19 Local Gov't Act (Misc's Provisions) Act 1976	£250.00	£900.00	0
Sarratt Mother & Toddler group	rent of hall	Section 19 Local Gov't Act (Misc's Provisions) Act1976	£834.00	£780.00	780
Sarratt Community Foundation	setting up of a new village website			£2,000.00	0
Sarratt School	whiteboards			£1,000.00	1000
Sarratt Scouts	Camping equipment	Section 19 Local Gov't (Misc's Provisions Act		£600.00	600
Total amount			£12,736.00	£18,650.00	15100
Applicant	Reason	Power	amount awarded 2017/19	amount requested 2018/20	amount granted 2018/20
Ducklings	new role play area	Section 19 Local Gov't Act (Misc's Provisions) Act1977	£1,987.65	£1,535.77	860.769231
Sarratt Music Festival	Contribution to the costs of the Children's Concert forming part of the overall Festival, in 2013	Section 112 (1) Local Gov't Ac	£2,092.81	£1,533.08	802.589118
Sarratt Care	Contribution to Village Hall Hire Charges in respect of Sarratt Care Lunches	Section 145 Local Gov't Act 1973	£2,197.96	£1,530.38	744.409006

## List of Payments made between 01/10/2017 and 31/10/2017

<u>Date Paid</u>	<u>Payee Name</u>	<u>Reference</u>	<u>Amount Paid</u>	<u>Authorized Ref</u>	<u>Transaction Detail</u>
12/10/2017	P Brant & Sons	100877	106.00		War memorial cleaning
12/10/2017	B WHITEWOOD LTD	100878	3,806.40		Groundwork
12/10/2017	Herfordshire County Council	100897	192.29		Padlocks
12/10/2017	A Soothill	100880	157.71		frame & Printing
12/10/2017	CENTREWIRE LTD	100881	293.32		Gate
12/10/2017	Eon	100882	89.20		Electricity
12/10/2017	Rialtas Business Solutions Ltd	100883	139.20		alpha subscription
12/10/2017	TBS Hygiene	100884	165.00		dog bins
12/10/2017	SARRATT VILLAGE HALL	100885	60.74		Room hire
12/10/2017	Came & Co	100886	2,436.34		Insurance
12/10/2017	W kent	100887	39.70		wages
12/10/2017	J DAwes	100888	1,924.54		wages & expenses
12/10/2017	BDO Stoy Hayward LLP	100889	516.00		audit
		<b>Total Payments</b>	<b>9,926.44</b>		