

CHEPPING WYCOMBE PARISH COUNCIL



COUNCIL AGENDA

Tuesday 26 June 2018

Members of the council are summoned to attend the meeting to be held at 7.30 pm at the Council Office, Cock Lane, Tylers Green, High Wycombe, Bucks HP10 8DS

The meeting is open to members of the public and press.

- 1. Apologies for Absence**
- 2. Declarations of Interest and Code of Conduct**
Council is asked to receive any declarations of personal or prejudicial interest by members relating to items on the agenda.
- 3. Council Minutes**
To CONSIDER the attached minutes of the Council meeting held on Tuesday 13 March 2018 (Pages 4-7) and the Annual Council meeting held on Tuesday 1 May 2018 (Pages 8-12).
- 4. Open Spaces Committee**
To CONSIDER the attached report of the Committee meeting held on Thursday 17 May 2018. (Pages 13-17)
- 5. Works & Services Committee**
To CONSIDER the attached report of the Committee meeting held on Thursday 31 May 2018. (Pages 18-20)
- 6. Finance & General Purposes Committee**
To CONSIDER the attached report of the Committee meeting held on Thursday 14 June 2017. (Pages 21-25)
- 7. Planning Meetings**
To CONSIDER the attached reports of the Planning Meetings held on Thursday 17 May 2018 (Pages 26-28), Thursday 31 May 2018 (Pages 29-30) and Thursday 14 June 2018 (Pages 31-34)
- 8. Annual Return and Annual Governance Statement**
Council is asked to APPROVE the recommendation from the Finance and General Purposes Committee to sign the Annual Return and Governance Statement. [APPENDIX A \(Pages 35-41\)](#)

9. Policies & Procedures

Council is asked to APPROVE the recommendation from the Finance & General Purposes Committee to adopt the following policies;

9.1 Information & Data Protection Policy – APPENDIX B (Pages 42-46)

9.2 Retention & Disposal Policy – APPENDIX C (Pages 47-55)

9.3 Management of Transferable Data Policy – APPENDIX D (Pages 56-59)

9.4 Electronic Communication Policy – APPENDIX E (Pages 60-61)

9.5 Data Breach Policy – APPENDIX F (Pages 62-63)

9.6 Standing Orders 2018 – APPENDIX G (Pages 64-73) *Extract showing recommended changes*

10. Grants

Council is asked to APPROVE the recommendation from the Finance & General Purposes Committee to provide the following grants **in principle**;

- 10.1 The P&TGRS Village Pre-School – grant for contribution towards equipment for sensory area at £5,000
Requested amount £2,000.00
Grant award £250.00
- 10.2 Flackwell Heath & Loudwater Age Concern Day Centre – grant for contribution towards new minibus at £35,000
Requested amount £2,000.00
Grant award £1,000.00
- 10.3 Tylers Green Middle School are celebrating the 50th anniversary of the school. Suggested projects as part of our 50th anniversary with requested amounts;
- A commemorative rose bush/tree £300
 - A time capsule for 2018 £250
 - A whole school art project working with an artist to create a mosaic to be hung inside school reflecting the ethos and values of the school £1000
- Grant award £250.00 for time capsule**
- 10.4 Crosses on the Common - grant would cover the cost of the Public Liability Insurance, materials for the crosses, paint, notice board, flagpole, lighting, low fencing around the crosses.
Requested amount £500.00
Grant award £200.00

11. Councillors Email Addresses

Council is asked to CONSIDER the recommendation from the Finance & General Purposes Committee to set up either a gmail.com or outlook.com email addresses for each councillor as a 'for council use only' email.

12. Informal Council Meeting

Council is asked to NOTE the date set for the Informal Council meeting is Tuesday 16 October 2018 at 7.30pm.

Members are asked to suggest items for consideration at the meeting or to subsequently notify the Clerk or Chairman of Council.

15. Questions by Members of the Council

At the time of agenda dispatch, no questions by members have been received.

16. Public Participation

Members of the public are permitted to make representations, ask and answer questions, as well as give evidence in respect of any item of business included in the agenda. A fifteen minute period is permitted in total. If the Chairman of Council agrees, questions can be taken at the beginning of the Council meeting.

Members of the public wishing to speak at the beginning of the Council meeting should approach the Clerk with this request as soon as possible.

17. Accounts for Payment

Any accounts for payment are to be circulated at the meeting for the approval of members. Members are reminded to declare any personal or personal and prejudicial interests in any items submitted.



Wendy Thompson
Clerk of the Council
20 June 2018