

**BURNHAM PARISH COUNCIL
MINUTES OF THE POLICY & RESOURCES COMMITTEE**

Minutes of Part 1 of the meeting of the Policy & Resources Committee held on 4th June 2018 at 6:30pm in Burnham Park Hall.

Members of the Committee present:

Cllr Marie Hammon	Cllr Ekta Kaur Ross
Cllr Richard Kirkham (Chair)	Cllr Christian Long (from item 563)
Cllr Lola Owolabi (Vice-Chair)	Cllr David Pepler

In attendance:

Officers of the Council:	Sheridan Jacklin-Edward (Parish Clerk)
	Alexa Collins (Finance Manager)
Other attendees:	Cllr Jackie Slater

555 Election of the Chair of the Committee

The Committee **RESOLVED** to elect Cllr Richard Kirkham to be Chair of the Committee for the 2018-19 municipal year.

556 Election of the Vice-Chair of the Committee

The Committee **RESOLVED** to elect Cllr Lola Owolabi to be Vice-Chair of the Committee for the 2018-19 municipal year.

557 Apologies

Cllrs Judith Foster and Lin Hazell.

558 Declarations of interest

Cllr David Pepler – a personal interest in item 563 being a resident of Hag Hill Rise.

559 Public forum

None.

560 Minutes

It was **RESOLVED** to approve the Part 1 and Part 2 of the minutes as an accurate record of the Policy & Resources Committee meeting of 26th March 2018.

561 Matters arising

None.

562 Financial statements

The Clerk reported that there were no material amendments to the end of year accounts as presented at the previous Council meeting. He also reported that the internal auditor had carried out their final visit the previous week, and although the Clerk was still awaiting the final report, the auditor had verbally stated there were no concerns arising that had not already been addressed in the interim audit report. The Clerk stated that the Annual Return and final report would be presented for approval by the Council at their next meeting.

563 Risk assessment

The Committee **RESOLVED** to adopt the 2018/19 risk assessment.

Signature



Date:

18/07/2018

564 Expenditure

Neighbourhood Plan consultant. The Clerk reported that the Council had been awarded £8,000 towards the costs of preparing the Plan. He stated he was still awaiting a third quote for the professional support, and as soon as these were received would discuss with the Steering Group for feedback and bring back to the Council for approval.

Hag Hill traffic calming. The Clerk summarised the history of the traffic calming schemes, and reported that final costings for the formal consultation and implementation of all three elements had been received. He also noted that this included parking restrictions around the Burnham Park / Windsor Lane junction and George Pitcher / Britwell Road junction. The report, costings and designs had been circulated to the Committee members. Reservations were expressed at the quality of work carried out by Transport for Bucks during the feasibility stage. However, it was also noted that the work was long outstanding, that the process had to be done through TfB, and that they had already reduced one quote significantly.

There followed a lengthy discussion, where it was felt that aspects of the schemes did not present good value, especially the 20mph speed limit, which was compared to past TfB estimates and similar nearby schemes. It was also felt that the Council should continue to dispute the costs, escalating the matter if necessary. It was noted that the schemes were currently overbudget, at a total cost of £71,500, against a ringfenced fund of £65,000. The Committee **RESOLVED** not to approve the implementation of the schemes, but to continue to dispute the costs. The Committee also **RESOLVED** to approve the schemes, should the costings be reduced to bring the entire project within the amount of the ringfenced fund.

Burnham Park Hall roof slates. The Clerk reported that the work to install the solar panels had resulted in c.4,000 roof slates being taken off the roof. He stated these could be resold, but as their value exceeded £500, needed Committee approval to sell them. The Committee **RESOLVED** to approve the sale of the slates.

565 Summers Road free car parking scheme

Cllr David Pepler declared a prejudicial interest in the item being a member of South Bucks District Council, and took no part in the discussion of the item. The Clerk summarised the history of the scheme to date, noting that representatives of both councils had met the previous September to agree a formula for the recharging of the scheme, and that the Parish Council had been awaiting a revised agreement from SBDC. A revised agreement was sent by SBDC in May, but the Clerk reported that it had not incorporated the formula agreed in principle, to the detriment of the Parish Council. He stated he still believed the agreement did not meet the principle of being cost-neutral to the District Council, but rather would over-inflate their profits for the car park. SBDC disputed this, and the Clerk had therefore requested the details for the income for the car park and other car parks over previous years, to show the justification for their recharge formula. He had received a response from SBDC shortly before the meeting stating that they were not willing to revise their amended agreement, that they did not have records for the revenue generated by individual car parks, and also requesting that the disputed amount for the first year be paid in full. The Clerk advised the Committee that making the full payment under protest may not enable them at a later stage to recover any overpayment. The Clerk had suggested to SBDC that part payments be made, but had not received a response.

The Committee discussed the matter at length, including the effectiveness of the scheme, and whether a further evaluation of its effectiveness should be undertaken. It was noted that as the response had only been received that day, the Committee had not had sufficient time to review the matter fully, and that the matter would therefore revert to the Full Council at their next meeting.

Signature: _____

Date: _____

18/07/2017

566 General Data Protection Regulation

The Clerk reported that he had undertaken a comprehensive audit of the personal data collected by the Council on councillors, staff, suppliers, and members of the public. He presented an action plan and draft privacy policies, and stated that the finalising of these had been delayed whilst awaiting guidance from NALC and SLCC, and whilst the situation on the need for a Data Protection Officer had been clarified. The Committee reviewed the action plan, highlighting that guidance on their role and responsibilities as data controllers was needed. The Committee also discussed a potential move to a digital platform for meeting papers, as well as dedicated councillor email addresses. It was also noted that the majority of Council information was already in the public domain. The Committee reviewed the action plan and privacy policies and **RESOLVED** to approve the policies as drafted and the action plan arising from the data audit.

567 Exclusion of the press and public

It was **RESOLVED** that further to s1(2) of the Public Bodies (Admission to Meetings) Act 1960 that in view of the confidential nature of the business to be transacted, that the public be excluded and the matter dealt with in a subsequent Part 2 meeting.

Part 1 of the meeting closed at 8:05pm

Next meeting: Monday 16th July 2018 at 6:30pm

Signature



Date:

18/07/2018