

**Notice of the meeting of Turville Parish Council on  
Wednesday 10<sup>th</sup> January 2024 at 7.30pm, St Marys Church, Turville**

*In accordance with the provisions of Local Government Act 1972, you are hereby summoned to the above Meeting, when the business to be discussed will be as follows:*

**AGENDA**

**1. Apologies for absence:**

Any apologies to be given. Cllr Abbot has given her apologies.

**2. To discuss co-opting for the vacancy on the Parish Council; to co-opt if appropriate**

PC to discuss any applications received and any further actions to be taken.

**3. Disclosure of Pecuniary and Personal Interest in items on the agenda:**

Opportunity for any Councillor to declare an interest in any items on this agenda.

**4. To confirm the minutes of the ordinary meeting held on 8<sup>th</sup> November 2023**

Minutes from the meeting held in November to be confirmed as accurate and signed by the Chairman.

**5. To report on matters arising from the minutes not on the agenda – for information:**

- Clerk wrote to Buckinghamshire Council along with neighbouring PCs Hambleden and Ibstone regarding Oxford Road health and safety issues. No response has been received.
- A new AED machine has been installed in Turville village, and the pads replaced in the Northend AED.
- Clerk has purchased a new SIM card to be used for parish council business, including a WhatsApp group for information.

**6. Public question and answer session:**

The time period for public representations and participations shall not exceed 15 minutes, unless the Chairman permits a longer period.

**7. Reports to be received if any:**

- 16/11/23 – “Martyn’s Law” briefing (Clerk)
- 20/11/23 – Climate Change webinar (Clerk)
- 15/12/23 – CHAT GPT webinar (Clerk)
- 16/12/23 – SLCC Branch Meeting (Clerk)

**8. Items to note – any items as appropriate that are not an agenda item:**

- Clerk has reported potholes around the parish to Transport for Bucks via [Fix My Street](#) which is an online service that anyone can use.
- The parish council have been made aware of a road closure on Dudley Lane from 08:00 to 16:00 on Friday 26<sup>th</sup> to Monday 29<sup>th</sup> January 2024 for coring works. There will be another closure here from 12 – 16<sup>th</sup> February too.

**9. Planning:**

**a) Buckinghamshire Council decisions made since previous meeting – to be noted only:**

[23/07246/FUL - Dolesden Farm Dolesden Lane Turville Heath](#) – Householder application for construction of two bay garage and garden store – **Application Permitted**

[23/06792/LBC – Old Beams Turville Valley Road Turville](#) – Listed building application for replacement of four badly decayed windows comprising one window to the front (north) elevation and three windows to the rear (south and west) elevations and replacement of storm canopy over front door – **Application Permitted**

[23/06727/FUL](#) and [23/06728/LBC](#) – The Old Vicarage Turville Valley Road Turville – applications for replacement of swimming pool, pool house and greenhouse; erection of a garden store and associated landscape, boundary treatment, drainage and demolition works – **Applications Permitted**

[23/07413/LBC](#) - [Edgington Cottage Turville Valley Road Turville](#) - Listed building application for installation of secondary double glazing – **Applications Permitted**

[23/07900/CTREE](#) – [Clovers And Hollytree Cottage Turville Heath](#) – Reduce canopy that leans towards neighbouring property by approximately 2m reducing weight, whilst allowing the tree to remain x 1 Scots Pine (T1), fell as has heavy lean x 1 Scots Pine (T3), fell as canopy is deteriorating with approximately 1/3 completely dead x 1 Cypress tree (T4), reduce back approx 3m to the boundary line x 1 Ash (T5), fell as root plate has heaved x 1 Hawthorn (T6), crown reduce by 2.5 metres controlling the size and spread of the tree x 1 Hawthorn (T7) and remove one dead stem x 1 multi stemmed Cherry (T8) – **Not to Make a Tree Preservation Order**

**b) Applications awaiting decision by Buckinghamshire Council – to be noted only:**

[23/07142/FUL](#) – [Chiltern Fold Southend Common Southend](#) – Erection of replacement dwelling and ancillary home office/gym outbuilding

[23/07498/FUL](#) – [Kimble Farm Dudley Lane Southend](#) – Creation of a padel court, including the erection of glass/mesh walls

[23/07649/FUL](#) – [Drovers End Dolesden Lane Turville Heath](#) – Householder application for the raising of garage and main dwelling roof height, garage conversion, construction of two storey front extension, outdoor swimming pool, fenestration alterations and removal of timber cladding to house

**c) New applications to be considered the PC with comments to be submitted to Buckinghamshire Council planning portal, including any applications received between the circulation of this agenda and the meeting:**

None at this time.

**10.To consider parish council specific email addresses for Councillors as per guidance from BMKALC**

Councillors currently use their personal email addresses for PC use, to discuss setting up individual PC related only email addresses to be used as per [guidance from the ICO](#) and the Joint Panel on Accountability and Governance (JPAG) [Practitioners' Guide](#). This could be in conjunction with a new website.

**11.To consider quotations for fencing works at the Glebe Land, Turville**

Cllr Nuttgens obtained a quotation for £800 +VAT to remove existing posts and install approx. 40m of new knee rail fencing, dug in and secured with post fix concrete. Cllr Sants obtained a final quotation for £1536.80 for 40 x 100mm knee rail posts, or £714.80 for round timber stake with rail mounted on top, supply and installation. PC to consider quotations for the work.

**12.To update Northend Common and works being carried out by The Chiltern Society**

Any updates to be provided regarding the tree management if available.

**13.To discuss the footpath closure on Wormsley Estate Land from Northend through to Ibstone**

Footpath TUV 8/1 running from Northend to the Stokenchurch parish border has been closed by Buckinghamshire Council via an emergency order for repair works, until July

2024. PC to discuss what if any action to take. This is a well used footpath by many people.

#### **14. Finance**

Copies of the accounts have been circulated to the Councillors for reading prior to the meeting. The bank statements will be available for inspection at the meeting.

a) To confirm the budget for 2024/2025. The draft budget has been circulated.

b) To set the precept demand to Buckinghamshire Council.

c) Balances:

Opening Balance 01/11/2023	<b>13106.93</b>
Less November payments	(973.36)
Income – Midsomer Murders donation filming	300.00
Balance 01/12/2023	<b>12433.57</b>
Less December payments	
Salary via S/O	(257.29)
Community Heartbeat Trust – new AED Turville	(1296.00)
Community Heartbeat Trust – new pads AED Northend	(73.14)
<b>Closing Balance 31/12/23 unrestricted reserves</b>	<b>10807.14</b>

d) To confirm the following payments:

Lorna Coldwell – salary January – paid via Standing Order	257.29
Lorna Coldwell – expenses November/December	67.05
St Marys Church Turville – hire (invoice expected)	20.00
<b>Total:</b>	<b>344.34</b>

e) To nominate a Councillor to check and approve the bank reconciliation.

#### **15. To confirm the dates for the next meeting as:**

Wednesday 20<sup>th</sup> March – Northend Village Hall

The Meeting is open to the public and members of the press

4<sup>th</sup> January 2024

LM Coldwell

# Fact sheet for councils: the use of personal email addresses and devices

This factsheet has been produced following a series of workshops and discussions with local councils across the UK and will be of interest to parish council clerks looking for steps they can take to improve their council's data protection compliance.

The majority of parish clerks attending the Society of Local Council Clerks (SLCC) Leadership in Action Conference 2019 ranked the use of personal email addresses and devices for council business as their top data protection concern.

The UK General Data Protection Regulation (GDPR) and the Data Protection Act 2018 (DPA) don't say which email systems or devices should be used. But if the use of personal email addresses and devices is something your council does, you should be aware of the risks and the council's data protection obligations and responsibilities.



**Fact: Councils must ensure the confidentiality, integrity and availability of all personal data they hold, even if the data is being processed through personal email accounts or is stored on a privately-owned device.**

As a data controller, a council has obligations relating to the confidentiality, integrity and availability of all personal data it holds. This means that the council is accountable for any council business conducted involving personal data on any device or through any email account.

The use of personal devices and email accounts could raise the risk that personal data is processed for different purposes from which it was originally collected. All members of the council should ensure they know their responsibilities in terms of only using personal data for the purposes which the council obtained it.

If copies of data (such as email attachments) are stored on many different devices, there's an increased risk that it'll become out-of-date or inaccurate over time. There's also an increased risk that it'll be retained for longer than necessary, because it's difficult to keep track of copies.

You may also find it difficult to respond on time to a subject access request if you have to search multiple devices or if you aren't aware of all the devices on which personal data may be stored.

### Questions to ask:

- What types of devices are in use?
- Who else uses the personal email account or privately-owned device, and who else has access?
- How can you control the data on the personal email account or privately-owned device (eg accuracy and retention)?
- How much consideration has been given to the data on the device being overlooked?



**Fact: Councils must process personal data securely – which may be more difficult to achieve if it's being processed through personal email accounts or is stored on privately-owned devices.**

Councils must have 'appropriate technical and organisational measures' in place to prevent the personal data it holds being accidentally or deliberately compromised. This includes physical and organisational security measures and also cybersecurity. If data is shared around multiple devices this introduces more points of failure and vulnerability.

There's no 'one size fits all' solution to information security. The UK GDPR doesn't define the security measures that you should have in place. It requires you to have a level of security that is 'appropriate' to the risks presented by your processing. What's appropriate for your council will depend on your own circumstances, the information you're processing, and the risks it presents.

As the data controller, the council must ensure that all processing of personal data under its control remains compliant, regardless of the ownership of the device used

to carry out the processing. If there's a personal data breach, you must be able to demonstrate that you've secured, controlled or deleted all personal data on a particular device.

### Questions to ask:

- How secure are the devices (eg is the device password-protected and what is the risk of malware)?
- What if the device is lost or stolen – can you remotely locate it and wipe the data?
- What operating system is the privately-owned device running?
- How is data transferred to other devices, and how secure are these systems and/or devices?
- Is your council using or considering cloud storage?



**Fact:** Councils must demonstrate that they are UK GDPR-compliant, and the use of personal email accounts and privately-owned devices may make this more complicated.

The principle of accountability requires you to be able to demonstrate that you are complying with the UK GDPR, and have appropriate policies and processes in place. If personal devices or email accounts are being used, you should have an effective organisational policy in place to ensure that the associated risks are managed.

You'll also need to take steps to make sure your members are aware of the policy and that it is implemented. This could include training, monitoring and audits.

### Questions to ask:

- If you're using personal email addresses and/or devices to process data for council business, do you have an acceptable use policy in place to manage this?
- Have you implemented appropriate security measures as outlined above?
- Have you documented the associated risks and subsequent decisions?
- Does your council need to review/update its current approach?

## More information

For more information about the accountability principle with the UK GDPR, visit [ico.org.uk](https://ico.org.uk) and search '[accountability principle](#)'.

The challenges of using a personal email system or device are set out in more detail in the ICO's [Bring your own device \(BYOD\)](#) guidance – visit [ico.org.uk](https://ico.org.uk) and search 'BYOD'.

*Turville Parish council*

*Quote*

*To supply and install approx. 40m of new knee rail fencing.*

*Specification:*

*To remove existing posts and to install approx. 40m of new knee rail fencing.*

*To use 100x100mm bird mouth posts treated to uc4 standard, at 3m spacings dug in approx. 60cm with approx. 60cm above ground. Secured with post fix concrete*

*To use 100x100mm 3m long top rail secured to the post with metal strapping.*

*£800+ VAT*



# Quotation

**Quote Number:** 515  
**Quote Date:** 10/09/2023  
**Valid For:** 30 Days  
**Account:** SANTS01  
**Quote Ref:**

VAT Registration No: 533151087

Unit/M	Description	£	Total
40	100MM KNEE RAIL POSTS AT 1.8M CENTRES	38.42	1,536.80
40	ROUND TIMBER STAKE EVERY 1.8M APPROXIMATELY 20CM HIGH WITH 100X38MM RAIL MOUNTED ON TOP. SUPPLY AND INSTALLATION. PRESSURE TREATED TIMBER.	17.87	714.80

All prices quoted are subject to:

- the current rate vat
- no excavations into concrete or rock unless otherwise stated
- full access for plant and materials
- our terms and conditions available on request

## TURVILLE PARISH COUNCIL 2024/25 Budget PROPOSED DRAFT

	Budget 2023/2024	Yr End Estimate 2023/2024	Variations from Budget £	Proposed Budget 2024/2025 £	Estimate 2025/2026 £	Estimate 2026/2027 £
<b>Income</b>						
Precept	7,500	7,500	-	8,000	8,500	9,000
Filming	-	300	300	-	-	-
CIL received	-	-	-	-	-	-
<b>Total income</b>	<b>7,500</b>	<b>7,800</b>	<b>300</b>	<b>8,000</b>	<b>8,500</b>	<b>9,000</b>

<b>Expenditure</b>						
Staff costs including expenses	2,590	3,054	464	3,000	3,000	3,000
Clerk working from home allowance	500	500	-	500	500	500
Insurance	350	300	(51)	350	354	357
Grass cutting	700	1,100	400	1,200	1,212	1,224
Subscriptions	200	160	(40)	200	202	204
Internal/external audit fee	70	35	(35)	70	70	70
Maintenance	2,500	2,425	(75)	1,500	1,500	1,500
Parish Council elections	100	-	(100)	100	100	100
Training	150	-	(150)	150	150	150
Donations	200	96	(104)	150	150	150
Miscellaneous	200	1,762	1,562	200	220	240
Meeting Venue Hire	160	140	(20)	160	160	160
Rental for land in Turville	100	-	-	100	100	100
Enhancement to land rented in Turville	1,000	-	-	1,500	400	400
New website costs	2,500	-	-	2,500	200	200
<b>Total expenditure</b>	<b>11,320</b>	<b>9,572</b>	<b>1,852</b>	<b>11,680</b>	<b>8,318</b>	<b>8,355</b>

<b>Surplus (deficit) for year</b>	<b>(3,820)</b>	<b>(1,772)</b>	<b>(1,552)</b>	<b>(3,680)</b>	<b>183</b>	<b>645</b>
-----------------------------------	----------------	----------------	----------------	----------------	------------	------------

<b>Bank balances</b>						
Lloyds Opening bank balances	12,291	12,291		10,520	6,840	7,022
Lloyds Closing bank balances (approx)	<b>8,471</b>	<b>10,520</b>		<b>6,840</b>	<b>7,022</b>	<b>7,667</b>

<b>Opening CIL reserves</b>	263	263	263	-	-	-
CIL received	-	-	-	-	-	-
CIL expenditure	-	263	263	-	-	-
Closing CIL reserves	-	-	-	-	-	-

<b>Revenue reserves</b>						
Opening revenue reserves	12,291	12,291		10,420	6,540	6,422
Surplus (deficit) for year	(3,820)	(1,772)		(3,680)	183	645
Election Reserve	100	100		200	300	100
<b>Total Closing revenue reserves</b>	<b>8,371</b>	<b>10,420</b>		<b>6,540</b>	<b>6,422</b>	<b>6,967</b>
Closing revenue reserves minus CIL	8,371	10,420		6,540	6,422	6,967

**Budget Line****Income**

Precept

Filming

CIL received

**Expenditure****SHORTFALL**

Clerk working from home allowance

Insurance

Grass cutting

Subscriptions

Internal/external audit fee

Maintenance

Parish Council elections

Training

Donations

Miscellaneous

Meeting Venue Hire

CIL expenditure

Rental for land in Turville

Enhancement to land rented in Turville

New website costs

**Notes**

Will still use some reserves

Variable, cannot be guaranteed

Variable, cannot be guaranteed

The shortfall could be made up from existing reserves

Paid monthly via salary

Increase in insurance costs following cost of living rises

Increase costs

Assume keeping all

Assuming self certify for no external audit again

Any repairs to noticeboards/bus shelters

No elections are planned; to keep a cumulative reserve pot in case one is called, or build funds up for 2025 elections

New councillors to attend training

Possibly more made with PLI needs

As needed

Donation to church now as well as Turville Northend Village Hall, allows for 1 extra ordinary meeting.

No CIL money currently held

Improvements to existing fence, addition of bench, any other improvements

A new website is needed, the PC do not pay for the current one

Precept Amount £	Band D House cost £	% increase from 2023/2024
7000.00	32.13	-6.68
7500.00	34.43	0.00
8000.00	36.72	6.65
8500.00	39.02	13.33
9000.00	41.31	19.98
9500.00	43.61	26.66
10000.00	45.91	33.34
10500.00	48.20	39.99
11000.00	50.50	46.67

Band D cost in 2023/2024  
£34.43

### Previous Precepts

Year	Precept	Total Spent (rounded)
2023/2024	£7,500.00	£10200 (approx)
2022/2023	£6,500.00	£7,150
2021/2022	£6,500.00	£6,670.00
2020/2021	£6,500.00	£4,503.00
2019/2020	£6,000.00	£5,175.00
2018/2019	£5,500.00	£4,888.00
2017/2018	£6,500.00	£4,180.00
2016/2017	£6,500.00	£10,384.00

**Turville Parish Council**  
**Summary Receipts & Payments Account for the year ended 31/03/24**

Date	No.	To whom	Particulars	Cheque No.	Donation £	Insurance £	Subs £	Salary £	Training £	Admin inc website £	Village Hall Hire	Grass Cutting £	Misc £	Turville Glebe Land £	Maintenance £	PC Elections £	CIL £	VAT £	Total exp. £	Income	Bank acc. Lloyds			
OPENING																								
BALANCE																						12291.18		
12.04.23	INC	Buckinghamshire Council	Precept	INC																	3750.00	16,041.18	Matched to Statement	
19.04.23	S/O1	Mrs Lorna Coldwell	Salary	S/O				257.29													257.29	15,783.89		
10.05.23	1	Mrs Lorna Coldwell	Expenses	353						88.00											88.00	15,695.89		
10.05.23	2	BMKALC	Subs	354																	46.58	15,649.31		
10.05.23	3	Zurich Municipal	Insurance	355		299.50	46.58														299.50	15,349.81		
10.05.23	4	Beechridge Services	Grass cut, April	356								60.00									60.00	15,289.81		
10.05.23	5	Turville Northend Village Hall	Hire	357							20.00										20.00	15,269.81		
10.05.23	6	Open Spaces Society	Subs	358			45.00														45.00	15,224.81		
17.05.23	S/O 2	Mrs Lorna Coldwell	Salary	S/O				257.29													257.29	14,967.52	Matched to Statement	
08.06.23	7	St Marys Church	Donation for meeting	359							20.00										20.00	14,947.52		
08.06.23	8	Beechridge Services	Grass cut, May	360								190.00									190.00	14,757.52		
19.06.23	S/O 3	Mrs Lorna Coldwell	Salary	S/O				257.29													257.29	14,500.23	Matched to Statement	
04.07.23	DD 1	The Chiltern Society	Subs	DD			30														30.00	14,470.23		
12.07.23	9	Mrs Lorna Coldwell	Expenses	361						85.88								6.68			92.56	14,377.67		
12.07.23	10	St Marys Church	Hire	362							20.00										20.00	14,357.67		
12.07.23	11	Allen Landscaping	Bus shelter maintenance	363											2425.00			485.00	2,910.00		14,447.67			
12.07.23	12	Beechridge Services	Grass cut, June	364								140.00									140.00	11,307.67		
12.07.23	13	Alice Nuttaens Sadlers	Bench, Turville villaqe	365									36				264	60	360.00		360.00	10,947.67		
12.07.23	14	CPRE	Subs	366			36.00														36.00	10,911.67		
12.07.23	15	Mrs C Rogers	PLI reimbursement	367	96.00																96.00	10,815.67		
18.07.23	S/O 4	Mrs Lorna Coldwell	Salary	S/O				257.29													257.29	10,558.38	Matched to Statement	
02.08.23	16	Beechridge Services	Grass cut, July	368								70									70.00	10,488.38		
18.08.23	S/O 5	Mrs Lorna Coldwell	Salary	S/O				257.29													257.29	10,231.09		
13.09.23	17	Mrs Lorna Coldwell	Expenses	369						107.46									12.12	119.58		10,111.51		
13.09.23	18	Beechridge Services	grass cut, Jul/Aug	370								220.00									220.00	9,891.51		
13.09.23	19	Turville Northend Village Hall	Hire	371							20.00										20.00	9,871.51		
18.09.23	S/O 6	Mrs Lorna Coldwell	Salary	S/O				257.29													257.29	9,614.22		
18.09.23	INC	Buckinghamshire Council	Precept	INC																		3750.00	13,364.22	Matched to Statement
18.10.23	S/O 7	Mrs Lorna Coldwell	Salary	S/O				257.29													257.29	13,106.93	Matched to statement 10/11/23	
08.11.23	20	Mrs Lorna Coldwell	Expenses	372						59.07											59.07	13,047.86		
08.11.23	21	Beechridge Services	Grass cut, September	373								140.00									140.00	12,907.86		
08.11.23	22	Beechridge Services	Grass cut, October	374								140.00									140.00	12,767.86		
08.11.23	23	Community Heartbeat Trust	AED battery	375																	357.00	12,410.86		
08.11.23	24	St Marys Church	Hire	376							20.00										20.00	12,390.86		
18.11.23	S/O 8	Mrs Lorna Coldwell	Salary	S/O				257.29													257.29	12,133.57		
22.11.23	INC	Midsummer Murders	Donation - filming	INC																		300.00	12,433.57	Matched to statement 11/12/2023
11.12.23	25	Community Heartbeat Trust	New AED	377																	1296.00	11,137.57		
11.12.23	26	Community Heartbeat Trust	Pads - AED Northend	378																	73.14	11,064.43		
18.12.23	S/O 9	Mrs Lorna Coldwell	Salary	S/O				257.29													257.29	10,807.14		
10.01.24	27	Mrs Lorna Coldwell	Expenses	379						64.24											67.05	10,740.09		
10.01.24	28	St Marys Church	Hire	380							20.00										20.00	10,720.09		
17.01.24	S/O 10	Mrs Lorna Coldwell	Salary	S/O				257.29													257.29	10,462.80		
<b>TOTALS</b>					96.00	299.50	157.58	2,572.90	-	404.65	120.00	960.00	1,762.14	-	2,425.00	-	264.00	566.61	9,628.38	7,800.00				
<b>BUDGET</b>					100.00	400.00	200.00	3,087.48	150.00	3,049.52	140.00	700.00	200.00	1,100.00	500.00	100.00	264.00		9,991.00	-				
<b>BALANCE</b>					4.00	100.50	42.42	514.58	150.00	2644.87	20.00	-260.00	-1562.14	1100.00	-1925.00	100.00	0.00		362.62					