

Drayton Parslow Parish Council

PO Box 6444
Leighton Buzzard
LU7 6FX

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Website: www.draytonparslowparishcouncil.org.uk

Dated: 24th Feb 2025

MINUTES OF THE PARISH COUNCIL MEETING – 24TH FEB 2025

Name	Position	Present	Absent	Tally
James Bruce	Chairman	✓		8/8
Dave Wheeler	Vice Chairman	✓		8/8
Steven Colborne-Baber	Councillor	✓		8/8
David Perry	Councillor	✓		8/8
Richard Wemyss	Councillor		✓	7/8
Carol Wemyss	Councillor		✓	6/7
Grahame Williams	Councillor	✓		2/2
Jilly Jordan	Unitary Councillor	✓		N/A
Chloe Collins	Clerk	✓		N/A
Huw Perry	RFO	✓		N/A
Members of Public		0		

Papers circulated in advance of the meeting:

- February Agenda
- Draft January 2025 Minutes
- February 2025 Meeting Bundle

Meeting Opened: 19:30

Meeting Closed: 21:45

The Chairman opened the meeting.

018/25 Apologies for Absence

RESOLVED:

To note apologies received from Cllr Carol Wemyss and Cllr Richard Wemyss.

019/25 Declarations of Interest

RESOLVED:

To note the declaration of interest received from Cllr Wheeler regarding item 12.1.

020/25 Dispensations for Disclosable Pecuniary Interests

RESOLVED:

To note that no dispensations were received.

021/25 Public Participation

RESOLVED:

To adjourn the formal business of the meeting for 15 minutes to allow members of the public to make representations on agenda items and to register public comments received via email.

No members of the public were in attendance.

022/25 Reports from Unitary Councillors

RESOLVED:

To receive reports from Buckinghamshire Council Cllr Jilly Jordan, to be sent via email.

023/25 Minutes

RESOLVED:

To approve the draft minutes of the full Parish Council meeting held on 27th January 2025 as a true and accurate record, to be signed by the Chair. A copy of the draft minutes is available on the website:

<https://draytonparslowparishcouncil.org.uk/meetings/>.

024/25 Planning and Licensing Matters

RESOLVED:

- **8.1.1** To note that no planning applications were considered for comment since the last meeting and were delegated to the Clerk in consultation with Members, meeting the statutory consultation deadline.
- **8.1.2** To note that no planning applications were received for consideration within the Drayton Parslow parish on the Buckinghamshire Council planning portal.
- To note that the Parish Council was not consulted on application 24/03601/AOP and to submit an objection on the grounds of building in open countryside/farmland and lack of infrastructure.
- **8.1.3** To note planning decisions from Buckinghamshire Council [attached].

025/25 Allotments

RESOLVED:

- **25.1** To approve the proposed allotment plot division for plots 9a/9b/9c.
Action: Review insurance related to liabilities at the allotments to ensure proper coverage. To discuss ongoing maintenance and waste disposal.

026/25 Action Log

RESOLVED:

To receive the updated Action Log, noting changes and additions for the next meeting.

027/25 Finance

- **27.1 Schedule of Payments**

RESOLVED:

To approve the schedule of payments and receipts presented at the meeting, requiring authorisation for payment in accordance with the Financial Regulations (enclosed). To note payments authorised in accordance with the delegation to the RFO.

- **27.2 Internal Audit**

RESOLVED:

To note that a letter of appointment has been sent to Brian Fludgate.

- **27.3 Grants**

RESOLVED:

To note receipt of two grant applications.

To approve funding for the village newsletter, which will now be a budgeted expense for the Parish Council. No further applications will be required, but the newsletter will be invited to

provide reports at the annual meeting.

The application received from the church was declined on the basis that the financial position of the church has improved since the previous year's application.

028/25 Annual Review of Governance Documents

RESOLVED:

- To re-adopt policies as per the circulated schedule.
- To approve the Risk Assessment for 2025/26.

029/25 Highways/Footpaths/Open Spaces

RESOLVED:

- **25.1** To approve the tender received from Gardens by Gathercole for completion of all open space maintenance, as outlined in the tender document dated January 2025.
- **25.2** To approve the sending of a letter regarding the overgrown hedge, as directed by BCC.

026/25 Reports from Representatives on Outside Bodies/Working Parties

RESOLVED:

- **14.1** To note receipt of wardens' reports.

027/25 Clerk Correspondence

RESOLVED:

To note items of correspondence or communication as detailed in the correspondence report.

To note that Cllr Wemyss is meeting with prospective cricket pitch hirers for the next season.

To note key dates for the 2025 Elections:

- **Tuesday 18 March:** Notice of Election published, pre-election period starts, poll card dispatch.
- **Candidate Nomination Receipt:**
 - Tuesday 18 March to Wednesday 2 April, 10am-4pm, weekdays
 - Two evenings to 8pm: Wednesday 19 March & 26 March
 - The Gateway, Gatehouse Road, Aylesbury, HP19 8FF
- **Thursday 3 April:** List of candidates published.

028/25 Any Items for Discussion at a Future Meeting

RESOLVED:

To note the following matters for inclusion on the agenda of the next meeting.

029/25 Date of Next Parish Council Meeting

RESOLVED:

To note the date, time, and venue of the next Council meeting scheduled for 28th March 2025 at the Carrington Room, Greenacre Hall.

DRAYTON PARSLOW PARISH COUNCIL

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Report to Members of the Parish Council

TO:	Members of the Parish Council
MEETING DATE:	Feb 2025
SUBJECT:	Planning
REPORT AUTHOR:	Chloe Collins

Agenda item No: 7

7.1 To note the list of planning applications considered for comment since the last meeting and delegated to the Clerk in consultation with Members and due to meeting the statutory consultation deadline.

7.2 To consider and comment on planning applications within the Drayton Parslow parish on the Buckinghamshire Council planning portal. Any applications received by the Clerk after publishing the agenda will be tabled at the meeting).

7.3 To receive notification of planning decisions from Buckinghamshire Council [attached].

7.1 –

7.2

Householder application for demolition of existing single storey side extension. Construction of a two storey and single storey side extension. Roof alteration replacing existing flat roof with a pitched roof, porch extension to front and rear elevations

Planning Application

Dorcas Farm Dorcas Lane Stoke Hammond Buckinghamshire MK17 OEA

Ref. No: 24/O3833/APP | Received: Mon 23 Dec 2024 | Validated: Mon 03 Feb 2025 | Status: Pending Consideration

Requests for consultation

Letter Reference:	Consultee:	Date Requested:	Expiry Date:	Days to Expiry:
Not Available	Drayton Parslow Parish Council	Tue 04 Feb 2025	Tue 04 Mar 2025	14

7.3 -

Reference	24/03721/ATC
Alternative Reference	PP-13636607
Application Received	Fri 13 Dec 2024
Application Validated	Fri 13 Dec 2024
Address	Chestnut Farm 42 Main Road Drayton Parslow Buckinghamshire MK17 0JS
Proposal	Hedge consisting of a row of approximately 10 Lawson Cypress trees to be reduced in height by up to three and a half meters and trimmed on all sides, in order to reestablish the shape of the hedge.
Status	Approved
Decision	Consent - Trees - Proceed immediately
Decision Issued Date	Mon 20 Jan 2025

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Report to Members of the Parish Council

TO:	Members of the Parish Council
MEETING DATE:	24 th Feb 2025
SUBJECT:	Allotments
REPORT AUTHOR:	Chloe Collins

Agenda item No: 8. Allotments
8.1 To consider Allotment requests

8.1 To consider Allotment requests

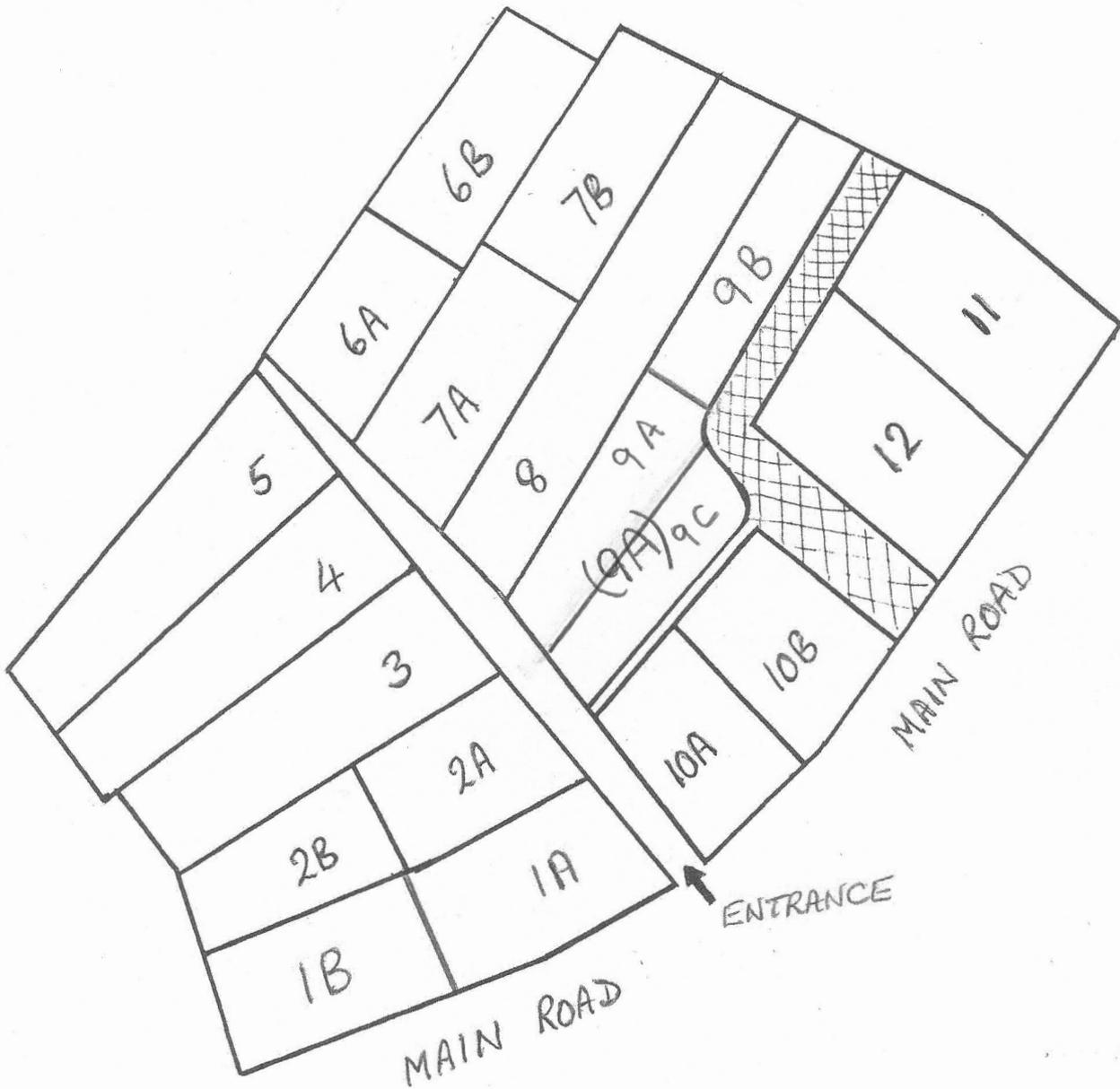
In January 2025 we received the following request:

“9A unfortunately I know longer need all of the ground and would like to give up half. The plot is already divided into two by a path, I want to give up the half nearest the road , the rent is all paid for and I will clear it the best I can. It can be made available almost immediately.”

Cllr Wemyss has attended the allotment and conducted a survey to complete a division of the plot as per the attached map.

The Plot holder has been notified. Council are ask how they wish to proceed in terms of fees do they agree to refund the unused area or not.

Manor Gardens Allotments Nos. 1 - 12



DRAYTON PARSLow PARISH COUNCIL BANK RECONCILIATION													
	31/03/2024	30/04/2024	31/05/2024	30/06/2024	31/07/2024	31/08/2024	30/09/2024	31/10/2024	30/11/2024	31/12/2024	31/01/2025	28/02/2025	31/03/2025
Lloyds Current A/c 30-91-39 0441	19,888.82	17,650.55	15,903.26	2,283.08	1,668.18	385.39	1,459.42	2,033.54	1,451.67	2,014.89	962.65		
Lloyds Deposit A/c 30-91-39 0557	87,918.74	88,009.55	88,103.59	88,204.00	88,295.10	88,382.43	88,457.49	88,530.19	88,610.23	88,678.21	88,753.53		
Unity Current A/c 60-83-01 8415	82.36	13,216.19	13,216.19	11,738.68	6,775.91	6,710.43	17,491.75	14,119.19	14,047.71	7,490.10	6,365.87		
Unity Savings A/c 60-83-01 8428	1,058.40	1,058.40	3,719.31	3,733.18	3,733.18	3,733.18	3,759.06	3,759.06	3,759.06	3,784.24	3,784.24		
Total	108,948.32	119,934.69	120,942.35	105,958.94	100,472.37	99,211.43	111,167.72	108,441.98	107,868.67	101,967.44	99,866.29	0.00	0.00
Change in Bank Balance (A)		10,986.37	1,007.66	-14,983.41	-5,486.57	-1,260.94	11,956.29	-2,725.74	-573.31	-5,901.23	-2,101.15	-99,866.29	0.00
Receipts		19,592.30	2,754.95	114.28	91.10	87.33	18,114.14	130.06	84.75	93.16	97.47		
Payments		7,337.69	15,304.44	2,945.15	3,931.88	2,639.54	4,775.98	2,855.80	2,785.67	4,021.78	2,198.62		
Difference(B)		12,254.61	-12,549.49	-2,830.87	-3,840.78	-2,552.21	13,338.16	-2,725.74	-2,700.92	-3,928.62	-2,101.15	0.00	0.00
Difference (A-B)		-1,268.24	13,557.15	-12,152.54	-1,645.79	1,291.27	-1,381.87	0.00	2,127.61	-1,972.61	0.00	-99,866.29	0.00
Cheques now paid	Cheque 1197 £477.60 1198 £1000.00 Cheque 1201 £147.42	Cheque 1203 £86.80 Cheque 1204 £269.98	U070 £115.00 U071 £263.10 U072 £176.50 U073 £216.00 U074 £379.90 U075 £96.11 U076 £147.42 Cheque 1205 £12,429.30 Cheque 1206 £90.60	U070 £115.00 U071 £263.10 U072 £176.50 U073 £216.00 U074 £379.90 U075 £96.11 U076 £147.42 Cheque 1205 £12,429.30 U084 £137.30 U085 £126.36	Cheque 1209 £90.40 U078 £465.00 U079 £55.00 U080 £72.00 U081 £343.20 U082 £92.03 U083 £380.10 U084 £137.30 U085 £126.36	Cheque 1210 £90.60	U096 £22.98 U097 £228.80 U098 £395.00 U099 £380.10 U100 £96.11 U101 £168.48 U102 £90.40	Cheque 1211 £25.00	U121 £11.95 U122 £40.00 U123 £479.10 U124 £101.41 U125 £410.75 U126 £115.40 U127 £252.00 U128 £280.00 U129 £282.00				
TOTAL	£1,625.02	£356.78	£13,913.93	£13,913.93	£1,761.39	£90.60	£1,381.87	£25.00	£1,972.61				
Cheques not yet presented	Cheque 1197 £477.60 1198 £1000.00 Cheque 1201 £147.42	Cheque 1203 £86.80 Cheque 1204 £269.98	U070 £115.00 U071 £263.10 U072 £176.50 U073 £216.00 U074 £379.90 U075 £96.11 U076 £147.42 Cheque 1205 £12,429.30 Cheque 1206 £90.60	Cheque 1209 £90.40 U078 £465.00 U079 £55.00 U080 £72.00 U081 £343.20 U082 £92.03 U083 £380.10 U084 £137.30 U085 £126.36	Cheque 1210 £90.60 Cheque 1211 £25.00	U096 £22.98 U097 £228.80 U098 £395.00 U099 £380.10 U100 £96.11 U101 £168.48 U102 £90.40	U120 £180.00 U121 £11.95 U122 £40.00 U123 £479.10 U124 £101.41 U125 £410.75 U126 £115.40 U127 £252.00 U128 £280.00 U129 £282.00						
TOTAL	£1,625.02	£356.78	£13,913.93	£13,913.93	£1,761.39	£115.60	£1,381.87	£2,152.61					
NET TOTAL AGREES TO DIFFERENCE (A-B above)		-£1,268.24	£13,557.15	-£12,152.54	-£1,645.79	£1,291.27	-£1,381.87	£0.00	£2,127.61	-£1,972.61	£0.00	£0.00	£0.00

DRAYTON PARSLow POOR CHARITY BANK RECONCILIATION													
	31/03/2024	30/04/2024	31/05/2024	30/06/2024	31/07/2024	31/08/2024	30/09/2024	31/10/2024	30/11/2024	31/12/2024	31/01/2025	28/02/2025	31/03/2025
Lloyds Current a/c 30-91-39 0778	£2,568.67	£3,398.67	£3,386.53	£3,186.53	£3,086.53	£3,086.53	£3,086.53	£3,086.53	£3,086.53	£1,586.53	£1,586.53		
Lloyds Savings a/c 30-91-39 0883	£6,800.25	£6,807.27	£6,814.54	£6,822.31	£6,829.36	£6,836.11	£6,841.92	£6,847.54	£6,853.73	£6,858.99	£6,864.82		
Total	£9,368.92	£10,205.94	£10,201.07	£10,008.84	£9,915.89	£9,922.64	£9,928.45	£9,934.07	£9,940.26	£8,445.52	£8,451.35	£0.00	£0.00
Change in Bank Balance (A)		£837.02	-£4.87	-£192.23	-£92.95	£6.75	£5.81	£5.62	£6.19	-£1,494.74	£5.83	-£8,451.35	£0.00
Receipts		£1,337.02	£7.27	£7.77	£7.05	£6.75	£5.81	£5.62	£6.19	£5.26	£5.83		
Payments		£12.14	£200.00	£100.00	£0.00	£0.00	£0.00	£0.00	£1,500.00	£0.00	£0.00		
Difference(B)		£1,324.88	-£192.73	-£92.23	£7.05	£6.75	£5.81	£5.62	-£1,493.81	£5.26	£5.83	£0.00	£0.00
Difference (A-B)	£0.00	-£487.86	£187.86	-£100.00	-£100.00	£0.00	£0.00	£0.00	£1,500.00	-£1,500.00	£0.00	-£8,451.35	£0.00
Cheques now paid		Cheque 168 £200.00 Cheque 169 £100.00 Cheque 170 £100.00 Cheque 171 £100.00	Cheque 172 £12.14	Cheque 173 £100.00 Cheque 174 £100.00	Cheque 175 £100.00					Cheque 176 £1500.00			
TOTAL		£500.00	£12.14	£200.00	£100.00					£1,500.00			
Cheques not yet presented		Cheque 168 £200.00 Cheque 169 £100.00 Cheque 170 £100.00 Cheque 171 £100.00	Cheque 172 £12.14	Cheque 173 £100.00 Cheque 174 £100.00	Cheque 175 £100.00					Cheque 176 £1500.00			
TOTAL	£500.00	£12.14	£200.00	£100.00						£1,500.00			
NET TOTAL AGREES TO DIFFERENCE (A-B above)	£0.00	-£487.86	£187.86	-£100.00	-£100.00	£0.00	£0.00	£0.00	£1,500.00	-£1,500.00	£0.00	£0.00	£0.00

	2023/24	2023/24	2024/25	2024/25
	Budget	Year End 31/03/24	Budget	YTD 2024/25
Drayton Parslow Parish Council	278.85		284.32	
	128.21		125.74	-1.92%
Opening Bank Balance	100,589.22	100,589.22	108,948.32	108,948.32
Unpresented chq	3,223.81	3,223.81	1,625.02	1,625.02
Opening Book Balance	97,365.41	97,365.41	107,323.30	107,323.30
Mower replacement fund earmarked	11,000.00		12,000.00	
Street Lighting replacement fund	10,000.00		11,000.00	
Cluster services BCC shortfall - longterm post 2022	8,000.00		8,000.00	
Cluster Equipment replacement fund	3,000.00		3,500.00	
Cricket Pitch levelling contingency	2,000.00		2,000.00	
MUGA netting replacement	8,000.00		10,000.00	
MUGA surface replacement	2,000.00		3,500.00	
Legal Costs Rec lease renewal	1,500.00		1,500.00	
Legal Costs - gen reserve	4,430.00		4,430.00	
Upper Rec access repair reserve	9,000.00		10,500.00	
Neighbourhood Plan	1,832.00		1,832.00	
War Memorial	0.00		0.00	
Election fund	880.00		880.00	
Opening book balance available for spend	35,723.41		38,181.30	
RECEIPTS				
Precept	35,750.00	35,750.00	35,750.00	35,750.00
Greenacre Hall	0.00	0.00	0.00	0.00
Interest	40.00	1,001.34	600.00	899.72
Allotment Rent	250.00	227.78	250.00	222.42
Cluster Allowance for Devolved Services	1,449.00	1,626.49	1,630.00	1,626.49
Grants & donations	0.00	1,000.00	0.00	0.00
Neighbourhood Plan Grant from DCLG	0.00	0.00	0.00	0.00
Miscellaneous	0.00	13.11	0.00	0.00
Reclaimable VAT	0.00	6,139.73	2,000.00	2,660.91
TOTAL	37,489.00	45,758.45	40,230.00	41,159.54
ROUTINE PAYMENTS				
Rec & Play Area maintenance/grass cutting	1,800.00	1,830.50	2,000.00	7,340.58
Recreation Ground & Playground rent Carington	2,200.00	2,136.34	2,200.00	1,111.17
Playground equipment and maintenance	1,500.00	426.00	3,000.00	10,537.75
Burial Ground footpath maintenance GPC	750.00	1,000.00	1,000.00	0.00
Expenses for Cluster Devolved Services	2,000.00	2,818.24	2,000.00	2,553.99
War Memorial	500.00	0.00	500.00	
Allotment rent and maintenance	400.00	85.06	400.00	165.62
Upper rec Mower servicing & repairs (Tractor mower)	2,000.00	0.00	2,000.00	2,710.93
Purchase of equipment/servicing for Cluster Services	600.00	0.00	600.00	0.00
Clerk/RFO/Warden's Pay	7,000.00	7,678.58	7,500.00	6,329.27
HMRC PAYE	750.00	1,089.60	1,000.00	932.40
Office Expenses	800.00	455.83	800.00	198.77
Insurance	1,300.00	900.09	1,000.00	896.86
Subscriptions / publications / training	750.00	992.49	1,000.00	423.47
Website	240.00	603.46	300.00	31.18
Hire of DPSSC (PC Meetings)	200.00	216.00	200.00	206.25
Audit Fee	250.00	265.00	300.00	265.00
Street lighting (power and repairs)	3,000.00	6,079.74	4,500.00	5,446.59
Dog Bin collection (AVDC)	550.00	420.35	550.00	1,060.43
Post Box hire	-	-	-	176.50
Post Office - use of DPSSC	600.00	600.00	600.00	600.00
Parish Elections	0.00	0.00	1,500.00	0.00
BT/Broadband	800.00	606.20	800.00	670.53
Cllr Expenses/Training	360.00	104.88	360.00	52.93
Document Storage Greenacre	25.00	30.00	25.00	
Repairs/Sundries	2,500.00	0.00	2,500.00	
Unity service payments	-	-	-	59.40
VAT	0.00	2,660.91	0.00	4,719.44
TOTAL	30,875.00	30,999.27	36,635.00	46,489.06

Refund from 2018

Carried over from 2017/18

Carried over from 2020 Elections
General Reserve

Fully paid until 2100

EXCEPTIONAL PAYMENTS	2023/24	2023/24	2024/25	2024/25
GPC: Poppy Wreath	25.00	111.29	25.00	65.00
Xmas lights electricity cost	-	-	60.00	
MUGA & Rec Security	250.00	0.00	250.00	0.00
Youth Amenity Projects/New play equip/MUGA refurb	500.00	0.00	500.00	
Misc bins	50.00	0.00	50.00	76.69
Legal costs re. Recreation Ground leases	0.00	0.00	0.00	
Legal Costs	0.00	0.00	0.00	
Defibrillator replacement battery & pads	350.00	0.00	350.00	1,080.00
Neighbourhood Planning expenses	0.00	0.00	0.00	46.80
Kerbing project	1,500.00	0.00	1,500.00	
Best Kept Village	-	25.00	-	0.00
Misc payments	4,500.00	4,665.00	0.00	1,014.00
Recreation ground access / car park security	0.00	0.00	0.00	
Public Events (ie Fetes, etc)	-	-	-	25.00
MVAS payments	-	-	-	
TOTAL	7,175.00	4,801.29	2,735.00	2,307.49
Street Lighting Reserve Fund	1,000.00		1,000.00	
Tractor/Mower replacement fund	1,000.00		1,000.00	
Cluster Equipment replacement fund	500.00		500.00	
Devolved Services 2020 and beyond	1,500.00		1,500.00	
Recreation ground access - replacement reserve	1,500.00		1,500.00	
MUGA surface replacement 2021/22	1,500.00		1,500.00	
MUGA netting replacement	2,000.00		2,000.00	
TOTAL PAYMENTS	38,050.00	35,800.56	39,370.00	48,796.55
Incl Reserve payments	47,050.00		48,370.00	
TOTAL RECEIPTS LESS TOTAL ACTUAL PAYMENTS & RESERVE ACCRUALS	-9,561.00	9,957.89	-8,140.00	-7,637.01
CLOSING BOOK BALANCE	96,804.41	107,323.30	108,183.30	99,686.29
Cheques/Payments not yet presented		477.60		£180.00
		1,000.00		£0.00
		147.42		
CLOSING BANK BALANCE	96,804.41	108,948.32	108,183.30	99,866.29

(Includes MVAS)

Unity
Cheques

DRAYTON PARSLOW PARISH COUNCIL

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Report to Members of the Parish Council

TO:	Members of the Parish Council
MEETING DATE:	24 th February 2024
SUBJECT:	Governance Document Review
REPORT AUTHOR:	Chloe Collins

Agenda item No: 11

11.1 Members are asked to review and re-adopt the following Governance Documents

Policy	Reviewed
Code of Conduct	Feb-24
Standing Orders	Feb-24
Financial Regulations	Feb-24
Complaints Procedures	Feb-24
Legal Protocol for developers	Feb-24
Social Media	Feb-24
Information and Data Protection Policy	Feb-24
Grant Awarding Policy	Feb-24
CCTV Policy	Feb-24
Data Retention policy	Feb-24
Equality Policy	Feb-24
Publication Scheme	Feb-24
Privacy Notice	Feb-24
Vexatious Complaints Policy	Feb-24
Application for Use of the Rec	Aug-24

11.2 Members are asked to approve Risk Assessment

To review the attached assessments completed by the Clerk

DRAYTON PARSLOW PARISH COUNCIL

**RISK MANAGEMENT
2025**

L = Low M = Medium H = High

Area	Risk	Level	Control
Assets	Protection of Physical Assets	L	Play equipment, tractor and grounds maintenance equipment insured. Check value every three years
	Maintenance of equipment	L	Annual ROSPA inspection - all necessary repairs or replacements carried out. Other repairs as necessary. Mowers and ground maintenance equipment serviced annually with repairs as needed.
Finance	Banking	L	Check interest rates and banking arrangements on an annual basis or more frequently as needed. No electronic Banking. All cheques require two signatories.
	Risk of loss of income	L	Insurance cover
	Loss of cash through theft or dishonesty	L	No petty cash. Very small amount of cheques handled Income and expenditure monitored by Council at each Council meeting. Fidelity Insurance in place
	Financial Controls and records	L	Bank account reconciliation carried out each month and reported to each Council meeting. Internal and External audits

	Comply with Customs and Excise Regulations	L	Parish Clerk to reclaim VAT annually. Internal and External Audit provide double check
	Sound budgeting to underlie precept	L	Parish Clerk to monitor budget and report to members at each meeting
	Comply with borrowing restrictions	L	No borrowing at present
Liability	Risk to third party, property or individuals	M	Insurance in place. Open spaces regularly checked Risk assessments carried out as needed.
	Legal liability as a consequence of asset ownership	M	Insurance in place
Employer Liability	Comply with Employment Law	L	Membership of various national and regional bodies including employee's organisations
	Comply with Inland Revenue Requirements	L	Regular advice from Inland Revenue. Salary reported using HMRC/RTI. Internal and External Auditors carry out annual checks
Legal Liability	Ensuring activities are within legal powers	L	Parish Clerk clarifies the legal position on any new proposal. Legal advice to be sought where necessary
	Proper and timely reporting via the minutes	M	Parish Council meets once every month with additional meetings as necessary Minutes and all documents required by Transparency Code made available to the press and public on the village notice boards and/or Parish Council website
	Proper Document Control	M	Leases and legal documents to be kept safely at the Clerk's address. Archived documents held by the County Archivist. Important documents held on memory stick, external hard drive and Cloud Storage. Other data stored to comply with the Data Protection Act 2018 and under the retention of documents requirements.
	GDPR compliance	L	Data Protection Audit conducted. Insurance in place

Councillor Propriety	Code of Conduct	M	All Councillors to act within the rules under the Code of Conduct which each member has signed up to
	Register of Interest and Gifts and hospitality in place	M	Register of Interests completed Gifts and Hospitality Register is available to Members
COSHH	Use of chemicals under the COSHH regulations	M	COSHH Register adhered to if chemicals etc used Risk Assessment carried out before use
Display Screen Equipment Assessment	The Parish Clerk should ensure that her working environment fulfils the requirements of the Display Screen Equipment Regulations	M	Checks for enough space, suitable lighting and power, not too noisy, the temperature and humidity is at an acceptable level and the display screen is at an acceptable height and the correct distance away from the user Risk Assessment to be carried out
Risk Assessments	Dangers unspotted when work being carried out	H	Risk Assessment to be carried out for all work that is deemed necessary. Devolved Services team undergo additional training through Stewkley Enterprise Agency
Personal Protective Equipment (PPE)	Personal danger	H	PPE should only be considered as a last resort where all other introduced precautions cannot adequately control the hazard
Personnel	Unable to function without Parish Clerk/Responsible Financial Officer (RFO) from a knowledge and document point of view.	H	All online documents stored on http://draytonparslowparishcouncil.org.uk Password and access provided to Chair and Vice Chair. (also see Proper Document Control section.) Document detailing standard activities supplied to Chairman/Vice Chairman together with all access IDs and passwords. Job description and required skills in place and included in Clerk's contract of employment. (Copy held by Chairman)

Approved at 24th Feb 2025 meeting

Signed 

Chairman 24/02/2025