



Agenda – Meeting of Whitchurch-On-Thames Parish Council

All Councillors are summoned to the Meeting of the Council
to be held at the Village Hall
on Thursday, January 13, 2022 at 20:00

- 1 Apologies for absence & read Mission Statement 20:00
- 2 Motion to advertise for a councillor vacancy – Clerk seconded by Cllr Donahue
- 3 Declaration of Interests by Councillors on any items on the Agenda
- 4 Public Forum - an opportunity for members of the public to express their point of view on any item on the agenda. With the Chairman's permission, a member of the public may express their point of view on specific items of business. Five minutes are reserved per item. Please contact the Clerk, Jane Yamamoto at parishclerk.whitchurchonthams@gmail.com by 17:00 on Thursday, January 13th if you would like to attend. 20:10
- 5 Chairman's Announcements 20:15
- 6 To approve minutes of the meeting of December 9, 2021. 20:25
- 7.0 Planning Applications – to discuss and agree Council's response to the following: 20:30
- 7.1 P21/S4225/HH
The White House, High Street, Whitchurch-on-Thames RG8 7HA
Two storey side and front extensions and alterations including installation of 25 solar panels on the flat roofs of the existing property (as show in amended plans received December 2, 2021).
- 7.2 P21/S5271/HH
Woodlea, Hardwick Road, Whitchurch-on-Thames RG8 7HW
Single-storey side/rear extension and two-storey front extension, with pitched roof tiled to match existing light timber cladding to first floor and render to ground floor throughout and sections of the upper levels, fenestration changes and internal reconfigurations throughout. Cllr Donahue
- 8 To receive reports from the representatives of Oxfordshire County Council and South Oxfordshire District Council. 20:40
- 8.1 SODC District Councillor Report (Attachment 1) TBC
- 8.2 OCC County Councillor Report (Attachment 2) TBC
- 9 Finance 20:45
- 9.1 To approve the payment schedule for January:

Payment	Amount
Clerk salary (January 2022)	TBC
Rialtas (annual software support and maintenance)	£148.80
- 9.2 Bank reconciliations and reports 20:50
- 10 Motion to put in place preventative measures to reflect ICO decision in March 2021 specifically: - that each Councillor on becoming a Parish Councillor confirms that they will abide by both the GDPR and the Data Protection Act 2018; 20:55

- to remind members of the Council that it is a criminal offence under section 170 of the Data Protection Act 2018 for an employee to obtain or disclose personal data without the consent of the data controller;
 - that each Parish Councillor carries out training on data protection issues annually and that this is added to the Standing Orders;
 - that for each survey/consultation a specific Privacy Notice is issued (this is in addition to the general Privacy Notice on the website). Cllr Higley seconded by Cllr Donahue
- 11 Motion to approve a request from the Pre-school to put in a gate to allow access from the school directly onto their allotment site. The Pre-school have pledged to fund the new access and reinstate the fencing should they give up the allotment site at a future date. Cllr Higley seconded by Cllr Donahue. 21:05
 - 12 Motion: to approve the plan for six heritage apple trees presented by the Green Team for the Polish Church Memorial site. Cllr Higley seconded by Cllr Smith (Attachment 3 and 4) 21:15
 - 13 Motion: To amend Standing Order 'Number 27 Standing Orders' generally by inserting the following words: "The Parish Council will consider each motion and ensure that any decision (except planning permissions) they take is scrutinized in terms of its sustainability, the amount of waste created and its contribution to a zero carbon future' Cllr Higley seconded by Cllr Brazil, third by Cllr Smith. 21:25
 - 14 To discuss the following documents from Standing Order 21: 21:35
 - Policy and procedure to respond to an individual exercising statutory rights concerning their personal data
 - Policy in place for responding to and managing a personal data breach;
 - Record of all personal data breaches comprising the facts relating to the personal data breach, its effects and the remedial action taken;
 - Written record of all its processing activities (to be maintained by all Councillors) – Cllr Higley
 - 15 Treescape update – Cllr Higley 21:45
 - 16 Conservation Area Appraisal update – Cllr Higley
 - 17 Playground Update – Cllrs Leadbeater-Hart and O'Grady
 - 18 To review progress on any open actions from previous Parish Council meetings and agree any revision of actions on the action list. 21:50
 - 19 To confirm the date and time of the next meeting on Thursday, February 10, 2022 at 20:00. 21:55
 - 20 Confidential discussion for thank you notes from the Parish Council
 - 21 Meeting closed. 22:00