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## AGENDA FOR A VIRTUAL PARISH COUNCIL MEETING ON 8<sup>th</sup> October 2020

**At: Venue: The Zoom Platform Meeting ID: 910 0743 0083 Password: 864843**

1. To Record Attendance & Consider Acceptance of
  - a. Apologies for Absence
  - b. Requests for Leave of Absence
2. To Receive Any Declarations of Interest & Consider Any Dispensation Requests Submitted
3. To Approve the Minutes of the Last Full Council Meeting (September 2020)
4. To Receive Any Third Party Reports Offered
5. To Receive the Clerk's Report:
6. To Receive an update on the Website Project
  - a. Review of Site Map
  - b. Arrange Photographs
  - c. Determine Logo
  - d. Approval of Privacy Policy
7. To consider options for the Provision of Councillor Tablets:
8. Finance:
  - a. To Approve Payments to be made
  - b. To Review Current Banking Arrangements and Consider Online Banking Facilities
  - c. To Consider any grant applications
9. To Receive the Correspondence and Consider Responses
10. To Receive the Items of Information

### 1 ATTENDANCE:

- 1.1 Apologies for Absence – There are implications of routinely accepting apologies offered. Councillors have a statutory duty to attend all/ most Council Meetings. None to date
- 1.2 Requests for Leave of Absence: None to date

### 2 DECLARATIONS OF INTERESTS ETC

- 2.1 Declaration of Interests: Failure to declare an interest or lodge an updated Register of Interest with the Borough Council is a Breach of the Councillor Code of Conduct.
- 2.2 Dispensation Requests submitted None Received to date.

### 3 PREVIOUS MINUTES (September 2020) – Circulated prior to meeting

### 4 THIRD PARTY REPORTS:

- 4.1 County Councillor
- 4.2 Borough Councillor

### 5 CLERK'S REPORT:

- 5.1 Town Deal Board The Clerk has been pressing hard for an update. There has been reassurance that, going forward, the two representatives will be "encouraged" to report to all the Parish Councils.
- 5.2 Staffs CC Response to Covid19 Spike: Councillors area aware of the County asking for an insight into the Parish. The Clerk responded with some pointers to the diversity, ethnically and demographically, of the

area. The Clerk is to be linked to the “focus groups” to ensure the Parish Council is used as a connection between the parish and Stafford.

Meeting with Borough Cllr G Allen, Deputy Leader (Regeneration and Planning Policy): The invitation came originally back in June to meet with him and learn about what his role entails. The Clerk has checked and he is happy to wait for physical meetings to resume.

Casual Vacancy: Given the extended period of the effects of this pandemic the Clerk proposes to commence advertising for applications for a new Councillor later this month.

Parish Council Forum: As of the 9<sup>th</sup> August the Borough Council are now looking into formats for this proposed forum.

External Audit: The period for public inspection of the accounts has now closed without any interest. The external audit should be completed in the next two months.

## 6 WEBSITE PROJECT

6.1 Review of Site Map: Circulated to Council prior to the meeting.

6.1.1 When is the website ready for launch? How long is a piece of string? There is a legal requirement deadline of 23<sup>rd</sup> September (accessibility compliance) which would be a starting point. The website can grow as the Community starts to show how it wants to use the site. What is the minimum that Council wants to see on day 1? Please use the site map to provide your thoughts to the Clerk. Also use the document to make the Clerk aware of specific Anglesey groups to be considered for inclusion.

6.1.2 Anglesey Facebook The page exists and now needs some help in being made known. It is aimed at being a “go to point” for information rather than social chit chat.

6.2 Arrange Photography: The website is in need of a significant number of photographs, including of the Councillors. Do Councillors want formal or informal images? Does it matter if they are a mixture?

6.3 Determine Logo: The Clerk circulated some draft logos. Having had very little feedback two have been sent to a designer to be worked up into useable items. The Clerk has asked for a quote for this work and is awaiting a response.

6.4 Approval of Privacy Policy – previously circulated.

6.5 Newsletter: When the website is sufficiently populated to be launched it would be nice to have an edition of the Newsletter to publicise the event. This needs to be drafted and ready to go to print at short notice. Distribution methods and contributions for inclusion are both key to the success of this.

## 7 COUNCILLOR TABLETS:

Council resolved to go paperless. There are 11 positions of Councillor and it would not be unreasonable to make provision for a spare if only to ensure that the Clerk can better understand how Councillors are accessing things and help with problems encountered.

7.1 Functionality: Access to email, documents (word/ pdfs/spreadsheets), where are these to be sourced from. The Clerk is currently investigating document sharing via the new web site and through the portal that the Council has provided for the secure storage of the Council’s documents.

7.2 Security: Council will need to provide some internet security software and a secure log on. The obvious option is to use the councillor emails. The Council does not have an IT department, other than its Clerk. To minimise the potential risk to Council’s reputation there will need to be some set up costs to minimise the risk of the units being misused/ accessing inappropriate material.

7.3 Insurance: The current Cover provides for £ of “office Equipment. Currently that is the Clerk’s laptop. A projector and screen and a mobile phone. This is unlikely to be sufficient to cover 11 tablets but a detailed quote is not available until the level of cover required is established.

7.4 Operating System: Android or Apple – The former is the cheaper option and provides everything required. It also matched that used by the Council for its employee.

Software: Council has a single user licence for Microsoft Office and also has access to the full Office suite through the portal arrangements with Microshade. It is not an option for Council to use “freebie” software –the Theft of Software would take a very hard view on that. If using Public money, it is necessary to be seen to be “doing the right thing”.

Each councillor would need to sign up to being responsible for abiding by a protocol and taking reasonable care of the item.

## 8 FINANCE

### 8.1 Accounts for Payment:

Clerks Net Salary	Month 6	695.02		
Office Expenses		127.37	£953.72	1169
HM Revenue & Customs	Month 6		£183.35	1170
Staffordshire Pension Fund	Month 6		£271.95	1171
Perennial Landscapes Ltd	August		£78.00	1172
Staffordshire Parish Councils Association	Clerk & Councillor Training		£140.00	1173
Information Commissioner's Office	Data Protection Officer Registration		£35.00	dd
Intouch Ltd	Q3		£178.16	dd
<b>TOTAL</b>			<b>£1,656.83</b>	

### 8.2 Review Current Banking Arrangements and Consider Online Banking Facilities:

8.2.1 The mandate changes are yet to be applied for. A councillor has been out of the Country and unable to provide the necessary information.

8.2.2 Many Councils are now using online payments instead of cheques for the regular payments. There is also a growing use of a Council debit card to allow for e.g. the Zoom invoice to be charged to the Council rather than claimed back by the Clerk. The payments still require two Councillors to be responsible for "releasing the payments" set up by the Clerk. These would 2 from the four on the mandate. Does Council support this move to a more modern way of working? If so the bank provider would need to be changed as HSBC does not currently support the two-person release. Both NatWest & Lloyds do. The Clerk has experience of the Lloyds system.

### 8.3 To Consider any grant applications

8.3.1 Bright Beginnings: A grant evaluation form has been circulated to Councillors. The Applicant was asked to provide additional information following the last meeting but to date nothing has been received. The applicant is aware of the meeting.

8.3.2 Uxbridge Senior Forum: On 03/09/20 a letter was received asking for assistance. With no electronic communication a grant form was not possible for this meeting. They would appreciate:

- a donation for/ of plants for the Anglesey Stone in preparation for the Remembrance Event along with support for the event and
- The Forum do not believe that the annual OAP Christmas Event can occur during the pandemic. Instead they would like to be able to give, for example, some vouchers for Christmas food to the pensioners.

## 9 CORRESPONDENCE:

### 9.1 Planning:

#### 9.1.1 New

Application Number	Site Address	Development Description	Date Registered
<a href="#">P/2020/00865</a>	172 Oak Street DE14 3PS	Erection of a single storey rear extension	26-08-2020
<a href="#">P/2020/00856</a>	93 Napier Street DE14 3LL	Prior Notification for the erection of a single storey rear extension, 5.7m from the original rear wall, 2.8m to the highest point of the roof and 2.5m to the eaves	20-08-2020

<u>P/2020/00888</u>	78 Uxbridge St DE14 3JX	Conversion of ground floor to shop (Class A1 Retail) including installation of shop front & first floor to a flat including rear external staircase	28-08-2020
<u>P/2020/00557</u>	73 Uxbridge St DE14 3JU	Change of use of ground floor from Accounts Office (Class B1) to Hot Food Take Away (Class A5)	13-08-202

#### 9.1.2 Decisions

Application Number	Site Address	Development Description	Date Registered	Decision
<u>P/2020/00632</u>	59 Trent Street DE14 3AP	Erection of a single storey side & rear extension (Amended Plans & Description)	06/07/2020	Conditional Approval - Delegated
<u>P/2020/00488</u>	9 Leicester Street DE14 3BA	Erection of a single storey rear extension	22/06/20	Conditional Approval - Delegated
<u>P/2019/01147</u>	120 Anglesey Road DE14 3NT	Retention of a single storey rear extension.	16/10/2019	Refused - Delegated

#### 9.1.3 Other: None

#### 9.2 Other Correspondence

9.2.1 East Staffs BC Consultation on Draft Statement of Community Involvement (SCI) ESBC have prepared a draft Statement of Community Involvement (SCI) and are inviting your views. The document provides guidance on how local communities can be involved on key development plan policies and decision making and sets out how the Council will engage local communities in decision making.

10 ITEMS OF INFORMATION: The Clerk continues to forward to Councillors relevant information as it come in. There continues to be a lot of information coming from all levels of government and their associated national bodies. The Government page for up to date guidance can be found at:

10.1 Trent & Dove Housing Association: They are moving over to online applications as of the end of September.

10.2 Blocked Gulley Survey: A list of affected gullies was passed onto Cllr S Hussain, thank you.

10.3 Lieutenancy Office: A letter of thanks for your Covid19 Efforts

10.4 SPCA Bulletins:

Date of Next Meeting: November 12<sup>th</sup>- National guidance remains to hold virtual meetings

