

REPORT FOR THE MEETING OF PRESTON CAPES PARISH COUNCIL scheduled for Tuesday 17th March at 7.30 pm in the Village Hall

Present: None.
Public: None.

Announcement from the Parish Clerk, Gary Denby (GD)

DH spoke with a couple of the Councillors at the village litter pick on Saturday 14th March. In discussion, it was appreciated that three council members are well and truly in the Covid-19 vulnerable age-bracket; and a couple of others are fairly close. DH was of a mind to suspend Parish Council meetings. The following responses were received by to an email from DH proposing to suspend all meetings:-

1. *Good idea Dixie, I am sure we can manage. I can print info for Rosie (Scilla).*
2. *Sounds like a good idea, we're in wholly uncharted territory at present so anything to stop this virus spreading must be a good idea. (Sophia)*
3. *Hi Dixie, Totally agree. (Bill)*
4. *I agree this is a necessary way forward (Richard)*
5. *Evening Dixie, I am in agreement. (David)*
6. *I agree (Rosie - by phone)*

The Clerk is unaware of the Local Administration 'yellow book' or legislation having anything specific to say with regards on-line meetings or making council decisions via e-mail. Councillors only get to vote on decisions if present at the council meeting (there is no provision for proxy or email voting). Danny Moody of N-CALC has suggested a possible delegation of powers by Councillor to the Parish Clerk.

From your Parish Council Standing Orders (section 3v, reviewed May 2019), the quorum for Parish Council meetings is three out of the seven Councillors. Given that the councillors above supported the suspension of all meetings, this meeting was going to be inquorate and was cancelled by the Chair. This was announced with a day's notice on 16th March upon the Parish noticeboards.

The Chair and Clerk have worked to produce this meeting report, circulated in draft forms to councillors for their comment, additions and approval. Upon councillors' emailed approval by majority, these are being considered adequate to justify any actions required by the Clerk, in particular the payment of Parish Council invoices and any considered responses to planning applications.

1. Deemed apologies received (canvassed by email and telephone); virus concerns

Dixie Hughes (DH)	Chairman & Highways Warden
Bill Dearn's (BD)	Vice Chairman & Finances Reviewer
Sophia Maddison (SM)	Councillor
Scilla Smith (SS)	Councillor
Rosie Mansfield (RM)	Councillor
Richard Shires (RS)	Councillor
David Cox (DC)	Councillor

2. Receive minutes of Parish Council Meeting held on 18th February 2020

The meeting minutes were approved as an accurate record, approved by a majority of Councillors via email, to be signed by the Chairman **DH**.

3. Public time - None

4. Councillor declaration of interest in the following agenda items - None

5. Matters arising from the minutes

- 5.1 Ref 5.2: Clerk's letter to Highways with regards Little Preston surface water remains outstanding. A picture of the situation would be useful in the letter/report **GD**
- 5.2 Ref 5.3: Clerk's review of 'Making Risk Management simple' by LCAS is ongoing **GD**
- 5.3 Ref 7: Clerk's letter of appreciation to Sam Dobbs upon his local retirement forwarded.
- 5.4 Ref 11.1: Update identifying Defibrillator replacement pads requirements. The adhesive on the pads used by the emergency defibrillators has a defined shelf life (aging and extremes of hot and cold). Attention was drawn to this by an email by DefibShop to the former Clerk at the end of October 2019 and discussed in the November meeting (12.1).

It has now been identified that those belonging to the LifeLine AED unit outside the village hall in Preston Capes technically 'expired' on 31st December 2019 and are the ones due for replacement. Those on the Little Preston unit appear to have a March 2022 expiry date (rather surprising). A replacement LifeLine adult set costs £44 + VAT.

Subsequently, DefibShop offered a £10 discount if the items were purchased using a card within 48 hours of 16th March. BD authorised GD to purchase the items on his own debit card and to claim this as an expense from the council. Order Number 1055284 has now been placed for Defibtech Lifeline AED Adult Defibrillation Pads Package (1 set) which cost £42 inc VAT and delivery, payable to **GD**. Arrival is imminent.

- 5.5 Ref 11.2: Update regards re-appointment of mowing contractor for 2020-22. GD sent a letter to Mr Warden on 20th February, advising that he has won the contract until December 2022, requesting a copy of his insurance cover. There is no email contact. [Clerk telephoned 19.03 and Mr Warden confirmed receipt of the letter, his continuance with the contract and he will forward a copy of his insurance certificate.] Letters of appreciation were also sent to the other tender responders (RTM Landscapes and Leicestershire Gardens).
- 5.6 Ref 11.5: Update with regards ordering of a new external noticeboard. Two external-use, polished aluminium boards of A1 size with grey pinboards were ordered. The reduced size and replacement cheque were approved by DH and BD upon review of the board delivered to the village hall for its purposes. These arrived to GD's address on 18th March and will be delivered to DH and SM shortly **GD**.

6. Correspondence forwarded to Councillors during the past month

- 6.1 20 Feb: Invitation to Distraction Burglary Scams and Fraud Prevention event 26 Feb
- 6.2 21 Feb: DDC agrees final budget ahead of unitary change
- 6.3 29 Feb: N-CALC mini eUpdate - weathering the storm
- 6.4 2 Mar: CPRE Northants April 2020 planning roadshow (cost of annual subs). DH noted that the council is not currently a member of the Campaign to Protect Rural England - Northamptonshire (*the countryside charity*). No councillors requested to attend.
- 6.5 5 Mar: Calor's Rural Community Fund for local projects. Distributed in case any councillors become aware of local groups or charities which might benefit from a grant of up to £5,000?
- 6.6 5 Mar: Neighbourhood Watch encourages protection of isolated and vulnerable
- 6.7 8 Mar: N-CALC mini eUpdate - Coronavirus, election countdown

- 6.8 9 Mar: N-CALC suggestion for enabling council decisions during this difficult time.
- 6.9 15 Mar: Information Commissioners Office confirmed that Preston Capes contact is the new Clerk in Eydon. They have provided a new security number for any future contact.
- 6.10 16 Mar: DH to all councillors proposing to suspend all meetings of the Parish Council, forthwith, until further notice. The Clerk and Chair are in the process of determining a method of delivering decisions "electronically;" albeit a low-tech system that will allow RM to participate. Please, let me know your views either way, as soon as possible. Received direct email support from BD SM DH.

7. Report back from village Litter pick on Sunday 15th March

DH reported that The litter pick, despite the rain and Covid-19 was a success. 12 hardy volunteers; buttering their own rolls for bacon butties; and collecting a fair haul (see pic). This used loan equipment kindly supplied from Daventry District Council (arranged by BD).

Rather oddly, there were a dozen or so plastic bags that Roma and Dixie found fly-tipped in the ditch by the Newnham Road. They were full of garden waste; mainly potting compost from old pots... All we did was dump the compostable contents and collect the bags...

BD will let agreed to let them know what the village is doing. We also need to reserve equipment for an Autumnal litter pick **BD**.



8. Progress report with regards commissioning the new Parish Council web site

GD reported upon his initial training session with Tina Britt of 2commune.com on 16th March, included in Appendix A.

The village has a current web site registered as prestoncapes.org.uk which includes the archive of past minutes and documents. These need to be transferred to the new site, which must have a (slightly) different name, in order for them to co-exist (and for the parish council to have proper administrative control of the new one). The optional cost to register a new domain name of preston-capes.org.uk is £25 + VAT. 2Commune have submitted an invoice for this for approval (below).

9. Consideration of a first draft Community Strategy document – in progress GD

10. Consider N-CALC motion for delegated duties, if Covid-19 virus restrictions

Current advice from the N-CALC site www.northantscalc.com/coronavirus.html

Many (but not all) council functions can be delegated to a committee or to an officer. Councils may wish to consider a motion at their March meetings to provide for delegation to an officer any decision that must be made if the council is incapacitated and unable to hold a meeting.

Blanket delegations are unsatisfactory and should be avoided. Any delegation needs to be clear, specific and time-limited. There should also be a requirement to publish any decisions taken under the delegated authority as soon as possible.

Red addition is a suggestion by DH. Is any of it necessary for a small council with email?

"In response to the Covid-19 outbreak in the UK and in the event that it is not possible to convene a meeting of the council in a reasonable time, the Clerk shall have delegated authority to make decisions; following Email or Telephonic consultation with the Chairman, or Vice-Chairman, on behalf of the council where such decision cannot reasonably be deferred and must be made in order to comply with a commercial or statutory deadline.

"The delegation does not extend to matters expressly reserved to the council in legislation or in its Standing Orders or Financial Regulations.

"Any decisions made under this delegation must be recorded in writing and must be published in accordance with the relevant regulations. This delegated authority ceases upon the first meeting of the council after the council meeting at which the delegation was put in place."

This suggestion was declined by a majority of councillors via email.

11. Progress report with regards Clerk's attendance of CiLCA course at N-CALC

GD reported his attendance of the first of six training sessions for the CiLCA course on 5 March, along with eight other delegates. The course takes 200 hours of effort. The N-CALC part of the course fee is invoiced in April (new financial year), amounting to 50% of £495.

The course tutor recommends registering with the Society of Local Council Clerks (SLCC) late in the course, since the clock then starts running (one year) for final submission of the required evidences. Registration also triggers the invoice for the SLCC course fee as 50% of £350. The SLCC provides the course materials, together with some of the course templates (requires a paid-up membership for the same; alternative sources may be found). N-CALC provides the tuition and mentoring.

The first session covered use of the Arnold Baker *Local Council Administration* 'yellow book' and an overview of the Certificate in Local Council Administration's *Portfolio Guide* (how the 27 learning evidences are to be accumulated and presented electronically). There is no examination at the end of the course, provided all evidences (using Parish Council and yellow book examples) are judged to be sufficiently thorough. Students were then walked-through possible responses to the first four learning units:-

- L01: Individuals involved in the work of the council
- L02: Carry out research and make recommendations
- L03: Identify a council's core documents and policies
- L04: Communication technology

L03 is very timely, since in the Spring the council is required to review its core policies such as standing orders, financial regulations etc.

12. Planning for use of Community Infrastructure Levy – None added

13. Planning (latest items available at www.daventrydc.gov.uk/living)

13.1 DA/2109/1087: Demolish existing garage; replace with double garage with rooms above and greenhouse & garden room to side and rear at Holly House, Old Forge Lane. Parish council objected, giving concerns. In progress.

14. Finances and Accounts – GD as Responsible Financial Officer

14.1 The Clerk observes that such difficult times as these, the facilities provided by an online banking account may come to the fore. Several of the other Parish Councils represented in the CiLCA training already use the Unity Trust Bank www.unity.co.uk/business-current-accounts which is £72 pa. for accounts with turnover below £100,000 pa.

14.2 Consider and approve the Parish Council payments listed below. Approved by a majority of Councillors via email.

Description / Power	Amount	VAT	Total
2commune.com registration of a new village domain name preston-capes.org.uk	£25.00	£5.00	£30.00
Grant to Citizens Advise Bureau, Daventry	£50.00		£50.00
Replacement adult defibrillator pads for Lifeline AED from defibshop.co.uk. Expenses to Clerk.	£35.00	£7.00	£42.00
Gary Denby Clerk gross remuneration for Feb-Mar (4 weeks) + Home as office expenses	£134.64 £24.00		£158.64

15. Councillor Comments - None

16. Next 'meeting date': Tuesday 21st April 2020

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Chairman

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Date



APPENDIX A: PARISH CLERK REPORT BACK to PRESTON CAPES & MORETON PINKNEY Parish Councils regarding accessible web site training

- Present:** Tina Britt (TB), MD of 2commune.com
Gary Denby (GD), Parish Clerk to Preston Capes & Moreton Pinkney
- Purpose:** To introduce GD to the 2commune web site structure and its editing system, in order that the Clerk can populate the new, accessible web sites with calendar, councillor and past documents (agendas, minutes, governance and finance documents).
- Prepared:** TB had loaded up two beta sites for discussion and ongoing data uploading, based upon a local village Aston-le-Walls. Thus there are quite a few references to their councillor details and document details that require amendment. However, it was a good basis to start the introductions to facilities available. The beta sites are respectively:-

<https://www.localcouncils.org/beta-moreton-pinkney/> and
<https://www.localcouncils.org/beta-preston-capes/>

COUNCILLORS MAY VIEW THE PROGRESS TO DATE!

for which GD was granted Site Editor access with a name and password. Once ready and a check by TB, the whole will be copied to the newly registered web sites, which will also enable the Clerk and Chair emails.

TC has made automatic connections between the Parish web site and the District Council (southnorthants.gov.uk for Moreton Pinkney; davenportdc.gov.uk for Preston Capes) and to the County Council (northamptonshire.gov.uk) for both. These populate 50%+ of the A..Z of Services listings. In the main, they are updated automatically.

Achieved:

- 1) GD was familiarised with updating the **What's On** calendar and how entries can be copied from month to month. This automatically shows the next three meetings in the right column of the home page. Entries give immediate access to appropriate agendas, minutes and any supporting documents, available to councillors and the public from any browser on a PC (within the village hall, when it has internet access). Other village organisations can make their additions, as required.
- 2) GD was talked-through **Uploading of agendas and minutes**, together with correct tagging so that subsequent lists are correctly type and date filtered. For example: About the Council ! Documents draft minutes for the March meeting should be tagged with Minutes and ALSO have a title Minutes draft, Council, 2020 02 26. Interestingly, editing the Documents entry allows you to Replace the file once only (with approved minutes), which carries forward to the calendar, agendas list etc automatically. You can also usefully set a Review date for governance documents.
- 3) GD was walked through the updating of Clerk and Councillor details, including the facility to link-through to their declarations of interest on the DDC site. Each has their own 'page' of details and contact information. The Clerk page includes a contact form, to easily send a query through to the Clerk.
- 4) GD was walked-through reorganising the sequence of items on the Home page menu list in the left column (Agendas towards the top; Planning and FAQs towards the bottom).

To Do:

- a) GD needs to agree on a suitable **Home Page** headers and background colour for each site (perhaps based on a header or map, with Clerk details to right). What **News Feed** ticker messages might be placed beneath it?
- b) GD needs to source some village scenes for a slide show presentation on the home page (views, village hall, church, greens etc), with permissions.
- c) GD need to upload past Agendas and minutes from the past year into About the Council ! Documents with correct tagging and descriptions.
- d) GD need to upload current calendar meeting dates.

e) GD To check that 'Potholes' searches lead towards FixMyStreet; that 'Street Light' searches direct towards the Parish Clerk. Chelverston council have uploaded a FixMyStreet icon into the right column – worth looking into!

f) GD to update the About the Council page; also its Access to information section with regards GDPR.

g) TB is to register the two new web domains for the Parish Councils, which enables activation of their respective email addresses for the Clerk and the Chair:- www.preston-capes.org.uk and www.moreton-pinkney.org.uk

h) TB will send a content checklist and a User Manual to aid recollection (80 pages)!

i) TB is to upload a map indicating the Preston Capes village hall map, once GD can supply its postal code (presuming it has one).

j) TB will activate the mobile-friendly version of the sites, once the backgrounds and Home Pages have been defined.

Future enhancement options:

I. For a one-off fee of £150 it is possible to carry-forwards the newsfeed and calendar items forwards automatically into FaceBook and Twitter.

II. The Towcester council site includes a form for the public to make hall hire bookings!

III. There is a facility to release documents to a 'Private Group', hidden from public view. However, this would require each Councillor to have another login and password!

IV. Within the Community Page it is possible to allocate a page (and tree structure beneath) for each Parish Organisation such as the Village Hall, Garden Society etc. A specific login and password can then be allocated, for the group / society to make its own updates.

V. 2commune are working upon a new module which will automatically send Calendar updates to FaceBook and Twitter.

Training time: 2 hours on-line, interactive. Report write-up 1 hour.