

ASTON, COTE, SHIFFORD & CHIMNEY PARISH COUNCIL

CLERK'S BRIEFING NOTES

PARISH COUNCIL MEETING ON 6 August 2020

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Prepared by Elaine Anstee
31 July 2020

Aston, Cote, Shifford and Chimney Parish Council

Agenda Item 10

Correspondence – All by email

Aston, Cote, Shifford and Chimney Parish Council

Agenda Item 9b

Prepared for the Worst – Technology Review

Questions for discussion and resolution:

1. Do the council wish to buy a package from a company to cover its hardware and software technology requirements, councillor emails, provide training for clerk and councillor, manage updates, information security and also support any changes such as a new clerk? This will have an ongoing funding commitment and be the more expensive option but the security and control of data provided is under-written, with the additional benefit of ongoing support for new people should the clerk and councillors leave.
2. Do the council wish purchase laptop and associated software as one off items. This is less costly but requires a high level of technology expertise from the clerk. Also if the clerk becomes unavailable and has to hand over to someone else they will have to start from scratch whereas the option under Q1 would provide all the help and support on the technology.
3. Do the council wish to lease laptop with or without software? This appears expensive and the laptop is returned when the lease ends so would have to be wiped etc. With this option a separate hard drive for file storage as well as the 'Cloud' would be ideal.
4. Options shown in Q2 and Q3 included Windows 10 operating system but would also need the software packages as an additional cost. These are shown in the table below on page 4.

Parish council resolved that it should purchase its own laptop as part of the 20/21 budget setting process and risk assessment. It has assigned £2,000 for this project.

The clerk has been looking at purchasing a package through a supplier with ongoing support and buying each of the items outright/leased (with maintenance). This is a major change for the council and will see a commitment of ongoing funding which ever option is resolved upon. As COVID 19 has shown we have all had to adapt to technological change quickly in the last 5 months and some of that learning should become embedded within normal working practices. The council needs to manage its risk in relation to its basic functions and the potential for the unknown, such as the loss of the clerk. This was what under pinned the decision for the council to have its own laptop and set a budget. The separate issue of Website Accessibility will be reviewed at the September meeting.

1. The clerk has been reviewing the guidance in relation to the following items:
 - New laptop (see attached specification)
 - Licencing for the following:
 - Core licencing for full 365 for clerk
 - Security and backups
 - licencing for councillors to use 365 cloud and Microsoft Teams (councillor emails)

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- Migration and setup of the cloud
- Full training for clerk and councillors plus online guides and videos
- Support for clerk and councillors
- An optional extra for our telephony solution, meaning you can receive and make calls from MS Teams
- Website integration for council documents (CloudyGroup haven't integrated to Weebly their quote so is subject to checking this)
- Below is a brief summary of the information included in the quotes and that the clerk has obtained other sources.

2. CloudyGroup (www.cloudygroup.co.uk) were asked to do an initial quote following attendance by the clerk at a presentation they had made during a SLCC branch meeting. Other parishes, including Faringdon, are current customers.

The following link was sent to councillors on 26 July to have a look at:

<http://www.cloudycouncil.co.uk/>

This is a dummy council website however they would work with our existing site. Their cloud storage is all with the UK and meets the UK Government framework. Below are the quote and product specifications from CloudyGroup.

Clerk's Briefing Notes – 6 August 2020

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Firefox

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HP 250 G7(6BP86EA#ABU)

HP 250 G7 - Core i5 8265U / 1.6 GHz - Win 10 Pro 64-bit - 8 GB RAM - 256 GB SSD TLC - DVD-Writer - 15.6"1366 x 768 (HD) - UHD Graphics 620 - Wi-Fi,Bluetooth - dark ash silver - kbd:UK



Get connected with the value-priced HP 250 Notebook PC with advanced technology and a durable chassis that helps protect the notebook. Complete business tasks with Windows 10 Pro, powerful processors, and essential collaboration tools.

Key Selling Points

Powered for business
Durable mobile design
Well-connected

Product Features

Powered for business

Confidently complete projects with advanced technology including intuitive Windows 10 Pro and powerful hardware components.

Durable mobile design

Rest assured that the HP 250 can keep up with mobile workstyles with a thinner and lighter design. The durable chassis protects the notebook, so it looks as professional as you do.

Well-connected

This notebook is ready to connect to all your peripherals and is designed to fit the needs of business with an RJ-45 port and HDMI port.

Main Specifications

Product Description	HP 250 G7 - 15.6" - Core i5 8265U - 8 GB RAM - 256 GB SSD - UK
Product Type	Notebook
Operating System	Win 10 Pro 64-bit - English
Processor	Intel Core i5 (8th Gen) 8265U / 1.6 GHz (3.9 GHz) / 6 MB Cache
Memory	8 GB DDR4 (1 x 8 GB (non customer accessible / upgradeable))
Storage	256 GB SSD TLC
Optical Drive	DVD-Writer
Display	15.6"WLED 1366 x 768 / HD
Graphics	Intel UHD Graphics 620
Keyboard	UK
Numeric Keypad	Yes
Integrated Webcam	Yes
Networking	802.11a/b/g/n/ac, Bluetooth 4.2, Gigabit Ethernet
Battery	3-cell
Security	Firmware Trusted Platform Module (TPM 2.0) Security Chip
Colour	Dark ash silver
Dimensions (WxDxH)	37.6 cm x 24.6 cm x 2.25 cm
Weight	1.78 kg
Localisation	Language: English / region: United Kingdom
Environmental Standards	ENERGY STAR Qualified
Manufacturer Warranty	Limited warranty - parts and labour - 1 year ; Limited warranty - battery - 1 year

Extended Specification

Clerk's Briefing Notes – 6 August 2020

Aston, Cote, Shifford and Chimney Parish Council

Firefox

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General

Product Type	Notebook
Operating System	Windows 10 Pro 64-bit Edition - English

Processor / Chipset

CPU	Intel Core i5 (8th Gen) 8265U / 1.6 GHz
Max Turbo Speed	3.9 GHz
Number of Cores	Quad-Core
Cache	L3 - 6 MB
64-bit Computing	Yes
Features	Hyper-Threading Technology, Intel Turbo Boost Technology 2.0, Intel Smart Cache

Memory

RAM	8 GB (1 x 8 GB (non customer accessible / upgradeable))
Max RAM Supported	16 GB
Technology	DDR4 SDRAM
Form Factor	SO-DIMM 260-pin
Slots Qty	2
Empty Slots	1

Storage

Main Storage	256 GB SSD - (M.2 2280) SATA 6Gb/s - triple-level cell (TLC)
Optical Drive	DVD-Writer

Display

Type	15.6"
LCD Backlight Technology	WLED backlight
Resolution	1366 x 768 (HD)
Widescreen	Yes
Image Brightness	220 cd/m ²
Features	Full HD standard-viewing angle (SVA) eDP anti-glare

Audio & Video

Graphics Processor	Intel UHD Graphics 620
Camera	Yes - 720p
Sound	Stereo speakers, array microphone

Input

Type	Keyboard, touchpad
Keyboard Layout	UK
Numeric Keypad	Yes
Features	Multi-touch touchpad, touchpad with gesture support

Communications

Aston, Cote, Shifford and Chimney Parish Council

3. Below are comparisons of the lease and outright purchase options for a laptop and additional secure storage. The decision to purchase may require further investigation and benchmarking but the information shown gives a framework for the specification which needs to be agreed before any more work can be done. This document has also been emailed so that the links embedded can be followed.

Specification

Laptop

16-inch minimum screen size

8 GB to 16 GB Memory

Minimum of 500 GB storage

Windows 10 Pro (More Business security orientated than Windows 10 Home. With Device Guard and Secure Boot. Additional protection against Malware and other malicious software. Can also implement Bitlocker hard drive encryption if required.)

Minimum of 3 year on site Engineer support

Additional Hardware Required

1Tb Encrypted external Hard Drive

Carry bag to protect Laptop when not in use

Software Required

Microsoft Office for Business 365

Internet Security/Anti-Virus Software

Prices as of 23 Jul 2020

Options

A) Direct Purchase from Lenovo

<https://www.lenovo.com/gb/en/laptops/thinkpad/edge-series/E15/p/20RD0011UK>

Lenovo ThinkPad E15 Part Number: 20RD0011UK £969.99

Processor: Intel Core i7-10510U Processor (1.80GHz 8MB)

Operating System: Windows 10 Pro 64

Display Type: 15.6"FHD IPS AntiGlare LED Backlight Narrow Bezel 1920x1080

Memory: 16.0GB PC4-21300 DDR4 SDRAM 2666MHz

Storage: 512GB SSD PCIe NVMe

AC Adapter: 65W

Graphics: AMD Radeon RX640 2 GB DDR5 64B 2GB DDR5

Battery: 3 Cell Li-Polymer

Security Features: Fingerprint Reader (Black)

Wireless: Intel Wi-Fi 6 AX201 2x2ax+BT5.0 PCIE non-vPro M.2

3 Years Premier on site repair (Next Business Day) £202

ThinkPad Essential Topload Case £29.99

Cost: £1,202.96 £200.49 VAT Included

B) Leasing from Hardsoftcomputers

<https://www.hardsoftcomputers.co.uk/lenovo-thinkpad-e15/>

Pure Rental £8.46 + vat per week (1,319.76 + VAT (156 weeks)

Device collected at the end of the lease. No flexibility options.

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3-year lease + VAT

Hardsoftcomputers warranty and support

<https://www.hardsoftcomputers.co.uk/services/warranty-and-support-window-devices/>

Geex Warranty and Support

<https://www.mygeex.co.uk/geex-lease-or-geex-rental/>

C) Direct purchase from Hewlett Packard

<https://store.hp.com/UKStore/Merch/Product.aspx?id=5PP91EA&opt=ABU&sel=NTB>

Please note available numbers of HP Business Laptops are low at this time

HP ProBook 450 G6 Part Number: 5PP91EA#ABU £894.00

Processor: Intel Core i7-8565U (1.8 GHz 8 MB)

Operating System: Windows 10 Pro 64

Display Type: 15.6" diagonal FHD IPS eDP anti-glare LED-backlit 1920 x 1080

Memory: 16 GB memory

Storage: 512 GB SSD storage

Graphics: NVIDIA® GeForce® MX130 (2 GB DDR5 dedicated)

Security Features: Fingerprint Reader

HP 3-year Next Business Day Onsite Hardware Support w/Travel for ProBook 400 series & 200 series Laptops

HP Essential Messenger (Protective bag for Laptop)

Cost: £993.60 £165.60 VAT Included

D) Leasing from Hardsoftcomputers

<https://www.hardsoftcomputers.co.uk/hp-probook-450-g6-15-i5-8gb-ram/>

(Select intel i7 option bottom of page)

Pure Rental £7.95 + vat per week

Device collected at the end of the lease. No flexibility options.

3-year lease + VAT

Leasing from mygeex.co.uk

<https://www.mygeex.co.uk/lease/windows-devices/laptop-leasing/everyday-laptops/hp-probook-450-g6-15-6-i7-8565u-16gb-ram-512gb-ssd-copy/>

Leasing over 36 months £8.42 + vat per week
including Geex 3-year warranty and support

Additional Hardware

1TB Encrypted Hard Drive

iStorage IS-DAP2-256-1000-C-G 1TB diskAshur PRO2 USB 3.1 secure portable encrypted hard drive.

<https://istorage-uk.com/product/diskashur-pro2/>

Amazonuk price £263.70 inc. VAT

Additional Software

Microsoft Office 365 Business Annual commitment £94.80 + vat

Norton Internet Security Copy already in use on temporary loan Parish Clerks

Laptop, and can be transferred to the new Laptop Annual commitment. Purchased from Amazon UK or other Vendors.

4. ICO Fact Sheet for Councils: the use of personal email addresses and devices

Aston, Cote, Shifford and Chimney Parish Council

Below is one source of information that identifies the best practice for council and councillor emails. I have used the ICO as my reference source as it is the national agency for interpreting the legal requirements for managing data/information.

<https://ico.org.uk/media/2615578/parish-councils-own-device-fact-sheet.pdf>

Agenda Item 12a

Consultation on England's Economic Heartland's draft Transport Strategy

The Heartland region is a net contributor to the Treasury and a vital economic asset for the UK, both during its recovery from the COVID-19 crisis and in the decades that follow.

However our success cannot be taken for granted. Ensuring the right investment is made in strategic infrastructure and services is fundamental to our future prosperity.

As the region's Sub-national Transport Body, we are delighted to today publish our draft Transport Strategy for consultation. The strategy's overarching aim is to support sustainable economic growth while achieving a net zero carbon transport system no later than 2050.

The strategy seeks to harness the Heartland's strengths and sets out how the region will:

- Use the need to decarbonise our transport system as the opportunity to harness innovation and deliver solutions that in themselves generate economic growth
- Champion investment in digital infrastructure as a means of improving connectivity, particularly within our rural communities, in order to reduce the need to travel
- Use delivery of East West Rail as the catalyst for the transformation of our strategic public transport networks, investing in those networks to connect our economic assets and communities in a shared endeavour that unlocks added value
- Champion increased investment in active travel and shared transport solutions to improve local connectivity and ensure that everyone has the opportunity to realise their potential
- Ensure that our freight and logistic needs continue to be met whilst lowering the environmental impact of their delivery.

As our experience during the pandemic has shown, there is considerable scope to increase our use of flexible and remote working; to challenge received wisdom when it comes to the future for our transport system; to do things differently.

A formal consultation on the Transport Strategy will now run until midnight on October 6 and the survey is on our website, <http://www.englandseconomicheartland.com/Pages/transport-strategyconsult.aspx>. There is also a consultation on the independent Integrated Sustainability Appraisal, and on our plans to become a statutory body.

As a key stakeholder, I hope you welcome publication of this document and we look forward to receiving your response to the consultation in due course.

If you feel a meeting with the EEH Programme Director, Martin Tugwell would be beneficial to further discuss the Transport Strategy, we would be happy to arrange this in the coming weeks.

Aston, Cote, Shifford and Chimney Parish Council

Agenda Item 12b



Parish Council CPRE Members Survey Summer 2020

The Campaign to Protect Rural England Oxfordshire works to improve, protect and preserve the landscape of Oxfordshire and its towns and villages for the benefit of everyone.

Our Vision is that development should be well planned and sensitively executed to protect and enhance Oxfordshire's countryside so that anyone living in Oxfordshire in 2050 can experience the rural character of Oxfordshire which exists today.

Thank you for being a member of CPRE Oxfordshire. Your support means we can continue to stand up for the countryside: to protect it from the threats it faces, and to positively shape its future.

We would like to know if CPRE Oxfordshire could provide more support specifically for Parish Councils, enabling you to keep up to date with relevant issues, exchange information and best practice, and have a voice in the future of the Oxfordshire countryside.

We would be grateful if you could complete the attached survey or visit Survey Monkey to complete it online: <https://www.surveymonkey.co.uk/r/BPDNSXD>

Question 1.

Parish Council name and main contact details:

Question 2.

Why did your Parish Council originally join CPRE?

Select answer/s below.

Help on a particular planning issue

General planning issue

Support for the countryside

Producing a neighbourhood plan

Other, please specify

Question 3.

What planning issues concern your Parish Council?

Indicate all that apply.

Affordable housing

Climate change

Landscape protection

Litter

Local Development Plan

Neighbourhood planning

Overdevelopment

A company limited by guarantee
Registered in England number 04443278
Registered charity number 1093081

Aston, Cote, Shifford and Chimney Parish Council

Oxfordshire Plan 2050 (The Oxfordshire Plan provides an opportunity to shape the future of Oxfordshire. It is being jointly developed by our six Local Councils and will guide future housing, employment and infrastructure. See: oxfordshireplan.org).

Protection of Green Belt /Area of Outstanding Natural Beauty

Reservoirs and gravel pits

Rights of way

Sustainable transport

Other, please specify

Question 4.

Has your Parish Council used CPRE resources for help and advice?

Indicate all that apply.

Contacted the CPRE Oxfordshire branch?

Contacted your local CPRE district committee?

Read our CPRE Oxfordshire Voice members' newsletter?

Read/used CPRE Oxfordshire briefings?

Visited the national CPRE website?

Visited the CPRE Oxfordshire website?

Other, please specify

Question 5.

If CPRE Oxfordshire were to run workshops, aimed specifically at Oxfordshire Parish Councils, would you be interested?

Yes/Maybe/No

Question 6.

If you answered yes or maybe to question 5, what topics would be of interest?

A beginners' guide to the Planning System & the countryside

How to respond to planning applications

Dark skies

Housing density

Other, please specify

Question 7.

If you answered yes or maybe to question 5, would you be interested in joining an online, virtual discussion/workshop?

Yes, could attend online

No, prefer to attend in person

Not applicable

Question 8.

Is there any other specific information we could provide or events/activities we could run that would be of help to Parish Councils?

Please provide details:

Question 9.

Have you signed up to our monthly e-newsletter?

If not, and you would like to, you can do so here <https://cprexon.us5.list-manage.com/subscribe?u=8d6d0b767c17e4bbd8aa37af6&id=a1142c2135>

A company limited by guarantee
Registered in England number 04443278
Registered charity number 1093081

Aston, Cote, Shifford and Chimney Parish Council

Question 10.

CPRE Oxfordshire is organised into five volunteer-run District Committees, mirroring our local authority boundaries: Cherwell, Oxford City, South Oxon, Vale of White Horse and West Oxon. These committees deal with local planning matters and help formulate our plans.

We are always keen to hear from anyone interested in joining our District Committees and observers are very welcome to attend our committee meetings to find out more.

If you would like further details, please let us know below.

Yes, please send me further details (please provide personal contact details).

Maybe in the future

No thank you

Aston, Cote, Shifford and Chimney Parish Council

Agenda Item 12a

Small Grant Application – Aston Community Store

Clerk's Briefing Notes – 6 August 2020
Aston, Cote, Shifford and Chimney Parish Council

DETAILS OF ORGANISATION STRUCTURE :				
Constitution	Do you have a constitution? Please indicate: YES (Please attach) <u>NO</u>			
Status: Are you one of the following? (If not, it does not prevent you from applying for a grant)				
Please indicate	A registered charity?	A company limited by guarantee?	Applying for charitable status?	Other: Please state status?
When did your group/organisation start?	<u>July 2019.</u>			
What does your organisation do?	<u>To date: planning to bring into being Aston Community Shop & C. We have set forth a vision, obtained pledge of support, set up a company to lease premises and convert the former Aston Stores into Aston Community Shop</u>			
Who does your group/organisation serve mainly?	<u>e.g. children, young people, senior citizens, ruraly isolated people etc. Families and especially senior citizens.</u>			
DETAILS OF ORGANISATION FINANCES : Please attach a copy of your most recent accounts				
Total income in the last financial year including date of year end	<u>Not yet trading</u>			
Total amount spent in the last financial year	<u>Nil</u>			
Current unrestricted reserve or savings as at date of application	<u>£8,090.76</u>			
Current restricted reserve or savings as at date of application				
From what sources does your organisation raise its income?	Income Source	Amount £		
	<u>Pledges from villagers</u>	<u>£8090.76</u>		
DETAILS OF MANAGEMENT STRUCTURE :				
How many people are there on your management committee?	<u>Five.</u>			
How many staff do you employ?	<u>None</u>			
How many volunteers do you have?	<u>up to 30</u>			

Aston, Cote, Shifford and Chimney Parish Council

PROJECT SPECIFIC INFORMATION :	
Please give more details about the project for which you are applying for this grant	
Pledging pledges to provide cash out to re-furbish shop & provide, buy necessary retail equipment and provide stock for shop. The aim is to provide a shop facilities and act as a village social hub. Also home delivery for the older vulnerable.	
Please justify the need for this project?	
Local facilities provide the opportunity to shop locally, with local produce cutting down on food miles. Also to act as a social hub and focal centre for the village.	
How will you monitor the progress of the project?	
The steering group will be responsible for ensuring that our mission is being fulfilled.	
How do you plan to judge the success of the project?	
We will regard the project a success if people use the shop, volunteer to help in the shop and we are able to develop the range of services offered.	
TIMESCALE :	
Start Date	Mid July 2021
Finish Date	on going
Ongoing, give details	
Please confirm that the expenditure has not yet been occurred nor the order placed by ticking in this box.	
<input checked="" type="checkbox"/>	
FINANCIAL INFORMATION ABOUT THE PROJECT :	
Please provide a break down of the total cost of this project including VAT (please provide details on a separate sheet if necessary)	
retirement	costs to be
repaid	\$100 p.c.
Costs to be repaid	\$100
Costs to be repaid	\$100 + VAT
to be repaid	\$5 - 8 p.c.
costs	\$250 (cost)
How much funding is your organisation requesting from Aston, Cote, Shifford & Chimney Parish Council via this form?	If the P.C. could adopt a specific item of expenditure, say coffee machine, that would be wonderful, or a contribution towards it - so that the coffee machine would cover insurance provided by A.C.S.C.P.C.
Please detail other sources of funding obtained for this project, including funds being provided from the organisation's reserves	As above - from Pledges. A funding request for other items will be sent to W.D.C.

Aston, Cote, Shifford and Chimney Parish Council

DECLARATION	
I am authorised to make this application on behalf of the above organisation and the information contained in this application is correct. If the information changes in any way I will inform Aston, Cote, Shifford & Chimney Parish Council at the earliest opportunity. I give permission for Aston, Cote, Shifford & Chimney Parish Council to record the information on this form electronically.	
Signed:	<i>Paul Anstee</i>
Date:	<i>27th Jun 2020</i>
Please include the following:	<ul style="list-style-type: none"> - Up to date accounts/financial statements & latest report (if available) - Constitution or set of rules (if available) - Copies of written estimates or catalogue pages if grant for equipment or capital costs
Please post the signed application together with all supporting papers to: Elaine Anstee, Clerk, Aston, Cote, Shifford & Chimney Parish Council, 16 Foxwood, Aston, Bampton, DN18 2JZ.	

Aston, Cote, Shifford and Chimney Parish Council**Agenda Item 15a*****Financial Matters*****Cash Balances**

£

*UNITY TRUST CURRENT ACCOUNT*Balance at 30th June 2020**20,604.68**

July payments

(2316.74)

Service Charge – 30 June 2020

(18.00)

July Receipts – S106 Traffic Calming

10,000

Balance at 30 April 2020**28269.94***CCLA INVESTMENT ACCOUNT*

Balance at 30 June 2020

48,637.94

Transactions in month of June

13.38

Balance at 31st July 2020**48,651.92****TOTAL CASH HOLDING AT 31st July 2020****£76,921.86**

Aston, Cote, Shifford and Chimney Parish Council**Agenda Item 15b**1st Quarter Bank Reconciliation

ASTON, COTE, SHIFFORD & CHIMNEY PARISH COUNCIL			
BANK RECONCILIATIONS AT	30 June 2020		
	£	£	£
	Receipts	Payments	
<i>Unity Trust Current Account</i>			
<i>Balance per Cash Book:</i>			
Balance b/f at 1/4/20			58,924.01
Total receipts in year	15,814.64		
Total expenditure in year		5,500.05	
	15,814.64	5,500.05	10,314.59
<i>Closing balance per Cash Book</i>			69,238.60
RECONCILIATION			
Balance per Bank Statement			20586.68
<i>Reconciling Items</i>			
NONE	0.00	0.00	
	0.00	0.00	0.00
Balance per Cash Book			20,586.68
<i>CCLA</i>			
Balance per Bank Statement (no new statement)			48,651.92
Less: uncleared transactions			
NONE			0.00
Balance per Cash Book			48,651.92
TOTAL CASH BALANCES			69,238.60