ASTON, COTE, SHIFFORD & CHIMNEY PARISH COUNCIL

CLERK'S BRIEFING NOTES

PARISH COUNCIL MEETING ON 6 August 2020

Page	Contents
2	Correspondence (Agenda Item 10)
3-11	Prepared for the Worst – Technology Review (Agenda Item 9b)
12	Consultation on England's Economic Heartland's draft Transport Strategy (Agenda Item 12b)
13-15	CPRE Oxfordshire Parish Council Members Survey – Summer 2020 (Agenda Item 12c)
16-22	Small Grant Application – Aston Community Store CIC (Agenda Item 12a)
23	Account Balances as at 31 July 2020 (Agenda Item 15a)
24	1 st Qtr Bank Reconciliation (Agenda Item 15b)

Prepared by Elaine Anstee 31 July 2020

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 licensing for full 365 for clerk
 - Security and backups
 - o licensing 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 an 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.

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Firefox about:blank

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

Extended Specification

1 of 3 31/07/2020, 11:52

Aston, Cote, Shifford and Chimney Parish Council

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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	
Туре	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

Sound Input

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

Communications

2 of 3 31/07/2020, 14:33 6

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

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Below is one source of information that identifiers 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

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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

Question 7.

Other, please specify

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://cpreoxon.us5.list-manage.com/subscribe?u=8d6d0b767c17e4bbd8aa37af6&id=a1142c2135

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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

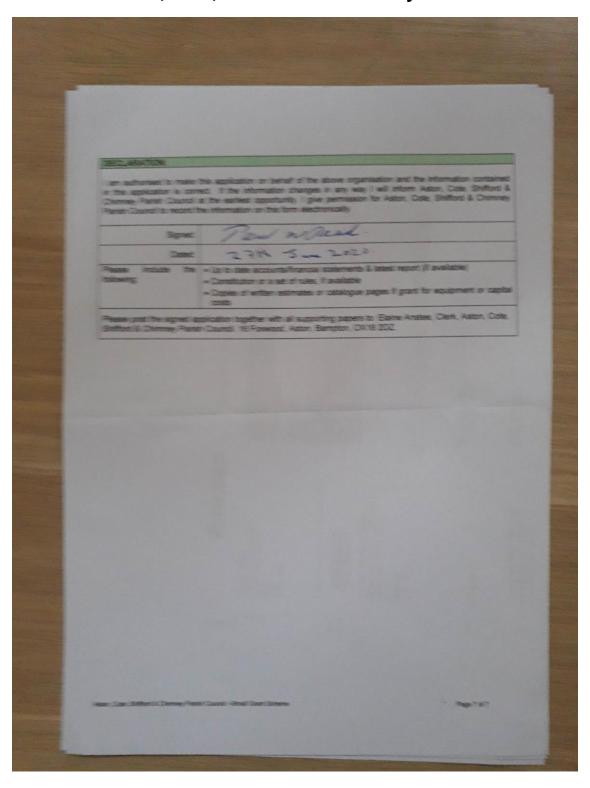
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Agenda Item 12a

Small Grant Application – Aston Community Store

DETAILS OF ORG	ANISATION STRUCT	URE:	
Constitution	Do you have a constitution	17 Please Indicate YES (Pleas	M attachy (NO)
Status: Are you one of		es not prevent you from applying to	
Please indicate	A registered limited by chartey?	Applying for charitable	Other Please sta
When Sit your prouplinganisation star?	July 2	.019.	
What does your organisation do?	Ditter Commi	analy to body into anity shope it is as terms player of to Stores into Asto ton Stores into Asto	ra have set
toparisation serve improves your proup	e.g. children, young peo	pole, senior citizens, rurally isolated appeal all y 1 enion	people etc
DETAILS OF ORGANI	SATION FINANCES : Pie	ase attach a copy of your most rec	ent accounts
financial year including date of year and		et trading	
Total amount spent in the last financial year	NIC.		
Current unrestricted reserve or savings as at date of application	\$8,040	£8,090:74	
Current restricted reserve or savings as at date of application.			
	Income Source	Amount £	
From what sources does your organisation raise its income?	Medder from	\$8000.74	
DETAILS OF MANAGES			
Now many people are the	ere on your management		
committee?		Five.	
How many staff do you employ? How many volunteers do you have?		None	
		UE 50 30	

from Aston, Cote, Shifford & Chimney Parish Council 4 mg co 644 mouthing. Hand the shift we then form?			The state of the s
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Agenda Item 15a

Financial Matters

Cash Balances

	£
UNITY TRUST CURRENT ACCOUNT	
Balance at 30 th 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 Transactions in month of June	48,637.94 13.38
Balance at 31 st July 2020	48,651.92
TOTAL CASH HOLDING AT 31 st July 2020	£76,921.86

Agenda Item 15b

1st Quarter Bank Reconciliation

ASTON, COTE, SHIFFORD & CHIM	MNEY PARISH C	OUNCIL	
BANK RECONCILIATIONS AT 30 June 2020			
	£	£	£
	Receipts	Payments	
Unity Trust Current Account			
Balance per Cash Book:			
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
Closing balance per Cash Book			69,238.60
RECONCILIATION			
Balance per Bank Statement			20586.68
Reconciling Items			
NONE	0.00	0.00	
	0.00	0.00	0.00
Balance per Cash Book			20,586.68
CCLA			
Balance per Bank Statement (no new	v statement)		48,651.92
Less: uncleared transactions			
NONE			0.00
Balance per Cash Book			48,651.92
TOTAL CASH BALANCES			69,238.60