# Agenda Item 123.19/20

# Clerk’s Report to Full Council – 16 December 2019

## ‘Game for Craig’ Defibrillator

The defibrillator and cabinet have now been purchased and quotations for installation by a qualified electrician are being sought. It is anticipated that three quotations will have been obtained by the meeting and the installation commissioned with a view to installing the unit before Christmas.

**Decision required:** The Council is invited to consider how and when they wish to publicise the completion of the installation.

## Defibrillator training

No training is required to use a public access defibrillator which is designed to give clear audible instructions in its use and will only shock a casualty if it is safe to do so. It is probable however that a person will be more confident in using a defibrillator if they have received basic training.

Training in first aid and the use of defibrillators for up to 12 people can be provided by Shropshire Council or by a private training provider at our premises. A private training session would cost £300 - £500 with an additional charge for mileage.

Shropshire Heartstart is a volunteer organisation associated with the British Heart Foundation, which offers training in spotting the symptoms of a heart attack and performing CPR, dealing with unconscious patients, choking and serious bleeding. They do not charge for the training but do rely on voluntary donations to cover the costs of travel, (the nearest trainer is based in Newport, Shropshire). The course lasts approximately 2.5 hours and would be delivered by a trained nurse. Attendees will receive a certificate. A session could be arranged in the New Year. The trainer also offers this type of training on a private basis. Further details have been requested.

**Decision Required :** The Council is invited to consider the level of donation it would be willing to make in the event a Heartstart training session can be arranged.

## Recording of meetings

Advice is being sought from a local organisation as to the most suitable equipment to record meetings at the Memorial Hall. A visit to the building is being organised this week and their advice, if available will be reported to the meeting together with any indications as to the costs of equipment.

## Council Emails

Dedicated Council email addresses have been set up for the Clerk and all members of the Council and these have been advertised in the Villager. They have been used as the default address for all Council correspondence from 1 December 2019. Some members have experienced difficulties accessing the new email addresses on their devices so where appropriate, copies of emails are being sent temporarily to the members’ old email addresses whilst the issues are resolved.

## Tree Survey

Quotations have been obtained from four suitably qualified arborists.

Shropshire Council confirmed this week that some of the street trees previously surveyed by the Parish Council are in their ownership and as such we have no responsibility to inspect or maintain them.

Quotations were requested in two parts, keeping the street trees separate from the trees under Council management. In view of the confirmation from Shropshire Council the quotes for street trees can be ignored.

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| **Survey area** | **Tender 1** | **Tender 2** | **Tender 3** | **Tender 4** |
| Parr’s Pool, Glebelands & the Common | £450.00 | £887.50 | £480.00 | £500.00 |
| Street trees on Yew Tree Drive, Meadowbrook and Langley Drive | £350.00 | £350.00 | £120.00 | n/a |

As the Council has delegated authority to the Clerk, in consultation with the Chair to authorise this work, it is asked **to note** that the work will be awarded to Canopy Tree Care.

## Online Booking Facility

The parish council website can be configured to be compatible with the commercial booking facility Checkfront. Checkfront has a range of payment plans;

* Their lowest priced Solo subscription plan, at £29.00 per month provides up to 2 staff accounts, 1,200 bookings per year and basic support.
* Their New Flex Plan has no monthly subscription, unlimited features and unlimited booking and is paid for via a small online booking fee which is added to the invoice at the time of payment.

**Decision Required**; The Council is required to confirm which payment plan it wishes to sign up to. (A free trial is available for 21 days before committing to a plan).

Before going live the Council would need to set up each facility for which bookings can be made, the charges for each and identify existing bookings to avoid duplication. This exercise is likely to take some time. The website hosts have offered to support the process but will not set it up on our behalf.

**Payment Gateways:** The Checkfront system is compatible with a number of payment gateways which have separate charges attached. Charges are in addition to any subscription plan and their charges vary. A full list of payment gateways are listed on the attached sheet and an analysis of the applicable charges will be collated for consideration at the meeting. We are advised by the website hosts that the simplest systems to set up are Stripe and PayPal.

**Decision Required:** The Council is required to select a suitable payment gateway to receive online payments.

## Digital Mapping

The Council is invited to consider signing up to a digital mapping service.

Parish Online is specifically designed for the local council sector and offers a fully editable web based service for £300 per annum (price is based on population of the parish). A 30 day free trial is offered.

BHIB is an insurance broker offering a free subscription to Parish Online if the Council commits to taking its Parish Council Insurance policy, (backed by Aviva) at the next renewal. Their provisional quotation for insurance cover is significantly higher than our current premium but we have not yet received a comparative quote from our existing insurance broker.

Shropshire Council has been asked if they could provide access to their digital mapping facility, which they are considering. They operate the ArcGIS Digital Mapping facility and could potentially provide us with a web map which could have an editing capability and then we would be able to display any other layers that Shropshire Council already has.  In this solution all data, including ours, would be held on Shropshire Council servers. An update, including any costs will be provided at the meeting, if available.

## Lythwood Pavilion Costings

Shropshire Council PSG is preparing an estimate of costs for the proposed four phased development proposals at Lythwood. They have visited the site and hope to provide the costs by 20 December. A separate meeting to consider affordability and next steps will be arranged in January.

## Highways Meeting – Lyth Hill – 8 November 2019

This was a useful review which drew attention of the Highways authority to the extent of flooding and identified a potential solution by arranging drainage into the field. The traffic safety issues are to be addressed by Shropshire Council reviewing the effectiveness of signage and road markings.

A note of the meeting outcomes was circulated to members and residents attending in November.

## Bayston Hill/ Lyth Hill 10K

Following consultations with both the Lyth Hill Advisory Group and Longden Parish Council the organisers of the run have agreed to amend the route to avoid sensitive areas of flora on Lyth Hill and to minimise the impact of road closures. In order to make up the distance it will be necessary to make the start and finish lines on the playing fields at Lythwood. The route will avoid the marked pitches and no football matches will be scheduled on the day of the run to minimise congestion.

## Correspondence and Consultations

Open Spaces Society – Request for donations to a special legal fund in defence of commons, green spaces and rights of way around the country

Hope House – Request for charitable donation

Shropshire RCC – Request for volunteers to facilitate energy saving advice sessions (funded by Citizens Advice Bureau for the Big Energy Saving Network)

SDH Accountancy & Audit Services – Internal Audit enquiry and quotation – **Note –** Additional quotations are being sought for audit services and if available will be reported at the meeting.

## Jan Snell Award

At the SALC Annual Meeting Bayston Hill Parish Council received a Certificate of Commendation for its ‘Move More’ Initiative.

## S137 Expenditure Limit

This has been set at £8.20 per elector for 2020 – 2021. The applicable number of electors will be calculated at the start of April 2020.