# Agenda Item 136.19/20

# Clerk’s Report to Full Council – 27 January 2020

## ‘Game for Craig’ Defibrillator

The defibrillator and cabinet have now been installed. A training event has been arranged with Shropshire HeartStart on Wednesday 19 January 2020 at Lythwood Pavilion covering basic life support and CPR and use of the defibrillator. Members of Game for Craig and local sports teams will be invited to attend, subject to availability of places. (Donation being considered **by Finance Committee**)

## Recording of meetings

A trial of recording equipment will be undertaken at the Finance Committee meeting on Monday 20 January 2020 after which time prices for the most appropriate equipment will be ascertained. (Budget being considered by **Finance Committee**)

## Council Emails

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. Due to these issues it is recommended the Council provides each member with a user license for Office 365 Business Essentials for the Clerk and all members at a monthly cost of £3.80 / user. The new email addresses can still be used. (A budget for this item will be considered by the **Finance Committee**)

## Tree Survey

A survey has been undertaken by Canopy Tree Care and a report recommending high priority tree works to coppice or fell a group of willows at Parr’s Pool. Moderately high priority works are recommended to the cedar tree on the Common, (removal of broken branches and dead wood from the crown, reduce low limb). They have recommended re-inspection of the protected oaks on the Glebelands in summer, including that damaged by fire. Prices for these works will be sought but as initial estimates exceed the Clerk’s delegated budget, the **Finance Committee** is invited to authorise expenditure on these trees subject to obtaining three quotations.

## 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. If used, all bookings, whether online or in person will have to be entered onto the online booking system to ensure availability is accurate and will therefore incur a booking fee;

* 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. **The Flex Plan option is recommended over the subscription plan**

The **Finance Committee** is considering 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 have been circulated to members. **The Council is advised by the website hosts that the simplest systems to set up are Stripe and PayPal.**

The **Finance Committee** is considering 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.

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 has prepared an estimate of costs for the proposed four phased development proposals at Lythwood. These estimates were discussed at a meeting of the Pavilion Working Group on 16 January 2020 and require further clarification. Recommendations will be brought to Full Council for consideration at the February meeting.

## Highways Meeting – Lyth Hill – 8 November 2019

Following this meeting, Shropshire Council has improved the drainage at the top of Lyth Hill. 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

Review of Place Plans – Revised document available to view on Shropshire Council’s website

## 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.

## Actuarial Valuation

To consider a recommendation from the **Finance Committee** on the payment of estimated McCloud costs - £500