

COPYTHORNE PARISH COUNCIL MEETING TUESDAY SEPTEMBER 10TH 2019

Item 17. Correspondence & Clerks Report

- a. "Paperless Office" update. The Samsung Tablets have been acquired, along with Microsoft Office licences; additional memory; and protective cases. I had hoped to be in a position to issue the tablets to councillors at this meeting. However, issues have been identified in setting up the individual e-mail accounts in a user friendly way. I will be visiting TLC (our IT provider) on Friday September 6th to resolve the issue. An IT usage policy and agreement will then be presented to Council at our October meeting for adoption. Once adopted each councillor will need to sign a copy of the agreement and the Samsung Tablets will then be issued.
- b. A local resident has raised concern regarding the use of Shipping Containers at a property in the Parish. The concern has been reported to the New Forest National Park Authority Planning Enforcement team for investigation.
- c. The next meeting of the NE Quadrant meeting will take place on September 26th at 7pm in the Danby Room, Minstead Village Hall, Minstead SO43 7FX. Cllr. John Goodwin has confirmed that he will be attending as our Parish Representative. The meeting is open to all Parish Councillors.
- d. An email from NFDC was received by the Clerk on August 28th advising that Copythorne Royal British Legion have submitted a Temporary Road Closure request for parts of Pollards Moor Road/Romsey Road on Sunday November 10th 2019 in connection with the Remembrance Day service to be held at St Mary's Church. The request is for a series of temporary closures between 9.30am and 11.05am.
- e. An email was received by the Clerk from NFDC on August 30th concerning the annual renewal of the contract for use of the GIS Parish Map service. A Service Level agreement (the same as in previous years needs to be signed and returned to NFDC which the Clerk will do). The annual fee for the Parish Map service is £125 incl. VAT (£104.17 net). £110 has already been allocated within the 2019/20 budget for this service. At present only the Clerk; Cllr Herra; and Cllr Goodwin have access to the service. The Clerk will arrange with NFDC for all councillors to have access (there is no extra fee for this). Usage of Parish Map is restricted to Parish business only.
- f. Copy of the August 2019 Beat Report received from PCSO Williams (circulated to councillors and uploaded to our website).

If councillors would like copies of any of the correspondence detailed above please let me know by either e-mailing me at parishclerk@copythorne.org.uk or phoning me on 02381 120150.

David Rigby
Clerk/RFO