

Item 15. Correspondence & Clerks Report

a. AFFORDABLE HOUSING UPDATE

As you will know, at our last meeting on 10/9/19 the following proposal was put forward and adopted:-

“Any consideration of the provision or criteria associated with Affordable Housing in the parish of Copythorne be deferred until the formal adoption of all Local Plans in the principal authorities that abut Copythorne Parish boundaries.” This proposal was seconded by Cllr Chillcott. A vote was then taken and the proposal was carried (by 4 votes to 2).

Following a presentation by HARAHA at the North East Parish Councils Quadrant meeting on 26/9/19 (see point b. below) I received an e-mail from Cllr. Chillcott asking *“if there is room on the October agenda for an item on Affordable Housing please. The reason for asking is that I’m anxious that we establish a timeline of when we will be in a position to produce our Parish Council criteria for affordable housing.”*

I responded (cc’d to all councillors) to Cllr. Chillcott’s e-mail on 27/9/19 by advising that *“To try and establish a “timeline” for when we are likely to be in a position to agree the Parish Council Criteria for “Affordable Housing” I will make enquiry of the Planning Departments at NFDC and TVBC as to the expected timeframe for the adoption of their Local Plans and report back”*. A follow up response (again cc’d. to all councillors) giving some background details to the NFDC & TVBC Local Plans was sent the same day.

With regards to the NFDC Local Plan I have now heard back from Ian Kemp, the “Independent Officer of the Examination” assisting the Planning Inspectorate. He has suggested that a “best case scenario” for adoption is around June 2020. As at 3/10/19 I am awaiting a response from the Head of Planning Policy at TVBC but judging by documents on the TVBC website regarding the “Next Local Plan (Emerging)” I think it is fair to say that it is somewhat behind the NFDC timeline.

For now, should we receive a formal approach from HARAHA (for example) regarding an Affordable Housing development the only local criteria that Copythorne Parish Council can ask them to follow are those agreed in 2014, some of which are no longer enforceable.

- b. A meeting of the NE Quadrant meeting took place on September 26th at 7pm. Cllr. John Goodwin attended as our Parish Representative and supplied me with a copy of his notes of the meeting together with details of the presentation made by the Hampshire Alliance for Rural Affordable Housing (“HARAHA”) on their work. These items have been circulated to all councillors, with the papers from the HARAHA presentation added to the “Affordable Housing 2019” section of our website.

c. “PAPERLESS OFFICE” UPDATE.

Assuming that Item 10 on today’s agenda has been adopted then the Samsung Tablets can be issued to each councillor, once they have signed a copy of the Acceptable Internet Use and Computer Misuse policies. From the allocated budget of £2,616 (£1,925 projected cost reported under Item 9 at June 2019 meeting) the following has been spent:

Tablets	£1393.00 (incl £232.17 VAT)
Memory cards	£ 72.54 (incl £12.12 VAT)
Software	£ 119.98 (incl £19.99 VAT)
Cases	£ 209.93 (incl £35.00 VAT)
TLC Support	£ 75.00 (nil VAT)
TOTAL	£1870.45 (incl £299.28 VAT)

As each tablet is issued I will provide basic training (if required) on how to use it. Any additional training required will then be arranged with some of the unspent budget being used as necessary.

(Cont’d./.....)

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- d. An anonymous letter has been received suggesting that Footpath 5 (Romsey Road to Vicarage Lane) does not follow the route shown on the Definitive Map through the Scout Hut field. Whilst I have no way of contacting the writer I am making enquiries of the Hampshire County Council Rights of Way team and will report back to Council next month with an update on my findings.
- e. Copy of the September 2019 Beat Report has been received from PCSO Williams (circulated to councillors and uploaded to our website).
- f. Replacement pads have been installed into both of the council owned defibrillators. The expiry date for both is March 2022. South Central Ambulance Service have been advised.
- g. Following the Council agreeing to cover the cost of annual membership to SLCC (Society for Local Council Clerks), I have now commenced a formal course of training for obtaining CiLCA (Certificate in Local Council Administration). The financial costs to me will be as follows:-

Introduction to CiLCA workshop	£ 54.00	(already paid)
SLCC series of 4 one day workshops	£408.00	(already paid)
CiLCA entry fee	£350.00	(to be paid when ready to start submitting my papers)
TOTAL COSTS	£812.00	

There is a Learning Agreement to be signed by myself; my trainer; and the council (copy attached). The agreement sets out the expectations of each party.

Of the 10 candidates on my course all (except myself) are having their costs met by their local council. Other local Parish Councils near to Copythorne are (or have previously) covered the costs. This is matter that I will be discussing at my forthcoming "probationary appraisal".

David Rigby
Clerk/RFO
October 3rd 2019

Certificate in Local Council Administration

Learning Agreement



The National Training Strategy
for Town & Parish Councils

The Learning Agreement, our commitment and expectations

The aim of this learning agreement is to ensure the best possible experience for students. It is important that CiLCA is delivered via a successful partnership. So each student, trainer and council must agree to the conditions laid down in the Learning Agreement, the primary purpose of which is to help secure commitment from everyone involved.

The student's commitment – our expectations

A student should only embark on this course if they are confident that the time is available to commit to it fully. You will be provided with support to manage your time, but ultimately time management is your responsibility.

The trainer's commitment – your expectations

Through this Learning Agreement your trainer commits to deliver appropriate and effective training to the student and to respond to communications in a reasonable time scale. The trainer will provide the support of a mentor to provide guidance if required.

The council's commitment

Your council is expected to provide support by giving additional and remunerated time for you to complete the portfolio of evidence and to cover expenses. This matter is one for negotiation between the council and the student and we advise that any agreement is recorded in the minutes. The trainer is happy to discuss this with your chairman if necessary.

I have committed to your training and development, between now and the next session, I expect that you and your council to do so in writing by signing up to this agreement. We are all in this together!

***Sam Shippen FCIS, Fellow ILCM, CMC.
SLCC Accredited Trainer***

Certificate in Local Council Administration

Learning Agreement



Name of Student: DAVID RIGBY

Name of Trainer: Mrs Sam Shippen

Name of Council(s): COPYTHORNE PARISH COUNCIL

The trainer will:

- Provide access to the guidelines for completing CiLCA (either via hard copy or electronically), and other relevant materials essential for undertaking CiLCA
- Ensure students understand what is required for CiLCA to enable accreditation to be achieved in a mutually agreed timescale
- Provide a programme of learning, guidance and support to enable the students to undertake CiLCA
- Act as a mentor to guide the student from registration to submission of the portfolio. This will include the mentor looking over two draft Learning Outcomes
- Ensure students are aware of their responsibilities in recording their progress and achievement
- Help students manage time and remain motivated throughout the study process

The student will:

- Be responsible for registering to undertake CiLCA
- Will adhere to the programme and timetable of learning and support provided with the trainer
- Will maintain a regular record of achievement and progress
- Will engage in a dialogue with employer(s) to update on progress
- Will attend and participate in any scheduled training sessions
- Accept that private study/research is an essential element of the preparation of the portfolio
- Undertake to treat the mentor and trainers with respect at all times

The Council will:

- Support the above employee throughout their studies
- Note updates on achievements and progress
- Give additional and remunerated time to the student to complete the portfolio of evidence
- Cover the costs of training and travelling costs to the daytime seminars.
- Monitor the above employee's workload and ensure new projects are limited during the study process
- Recognise the importance of the CiLCA qualification and its benefit to the Council

Certificate in Local Council Administration

Learning Agreement



The National Training Strategy
for Town & Parish Councils

This agreement is signed by:

Student:

[Redacted]

Date:

2/9/19

Trainer:

[Redacted] 

Date:

2/9/19

Council:

Date: