

**Roade Parish Council**  
**Clerk's Report for 12<sup>th</sup> April 2021 including Actions Taken from March 2021 Meeting**

All actions down to me have either been completed or are work-in-progress and for mention tonight.

**RPC/21/513 - Finance**

1. **The Unity bank** balance as of 1<sup>st</sup> April was 136,467.68. An additional £28.84 was debited by Mirus IT for mobile call charges to BT, the invoice wasn't received until 15<sup>th</sup> March. There were also two bank charges £27.90 service charge and 60p handling charge. These were also debited in March.

The Unity account also received £158 for cemetery income in March. I also arranged for £669.68 to be transferred from the Nationwide account to the unity account for the CCTV signs.

NFU insurance made the payment of £1205.00 (quote from N&P ex VAT) which went into the bank account on 9<sup>th</sup> April for the repair to the damage of the grass verge on the corner of Churchcroft & Northampton Road.

**Our S106/Windfarm Grant Nationwide account**, as of 1<sup>st</sup> April was 143,729.76, this included £6.12 interest.

2. The schedule of payments has been circulated prior to the meeting. I have included the final invoice for locked and secure for the installation of the final camera on the High Street. This is showing offline and myself and the other authorised councillors are unable to access this camera at present. I would recommend that we hold payment of this invoice until the problem has been rectified.

Tesco issued us a £500 covid grant earlier this year, part of their terms and conditions of the grant was that they wanted to know how the money has been spent, I have therefore purchased products to ensure that the office will be safe when it re-opened on 6<sup>th</sup> April.

**RPC/21/514 – Cemetery extension**

With the potential of S106 money from Segro development becoming available the Cemetery working party have asked TGMS for a ball park figure for the cost of the extension. They have advised that without a detailed design it's difficult to give an exact figure. A very simple layout could be in the region of £50-60K, but if land drainage is required this could increase to £120K. The Prices are guesstimates and exclude professional fees and VAT.

**RPC/21/515 – Parish Online**

I attended some workshops with NCALC for Parish Online, I would recommend that we purchase it. Parish Online were offering a 20% discount through NCALC, however I've managed to negotiate an additional 5% discount. The online tool will enable us to plot where our assets are, update prices for assets, we can even attach photos to the assets, so we know exactly what we have and where. We can produce maps showing where our assets such as dog bins are and post them on our website/social media. The tool will allow us to view roads/houses for planning applications, measure areas, count the number of houses in a particular area should we need to do a letter drop. I thought the features were fantastic and would really be of great benefit to the council. I've signed us up for a 30 day free trial, but would really like to sign up for a years subscription. Please see link to the website and some case studies for further information [www.parish-online.co.uk/case-studies](http://www.parish-online.co.uk/case-studies) Councillors can also have access to Parish online if the council thought it would be beneficial too.

**RPC/21/516 – Roade library**

1. I have sort advice from a local estate agent who advised that as landlords we would want to take responsibility for the maintenance as we could be liable, however this is reflected in the lease. I also sort advice from BHIB who advised that legally the Parish Council wouldn't be liable for anything that isn't already covered in the lease.

RJCG were able to provide me with the costs for the alarm maintenance, but they have been unsuccessful in obtaining prices from NCC as to the cost of the emergency lighting testing and heating maintenance. The Alarm maintenance is:

Key holding - £50  
Intruder Alarm Monitoring and Maintenance - £300  
Yearly cots - £350

2. I attended an insurance and Parish mapping workshop earlier this month through NCALC and one of the speakers was from BHIB insurance brokers who spoke about ensuring that buildings are insured for the correct amount for their rebuild costs. If buildings are under insured then this can affect any claim in the future and potentially not cover the full cost of repair. With this in mind I recommend that we have a rebuild cost valuation carried out of the library. This is charged at £85 + VAT which is a reduced rate if we book through BHIB. Another positive of this would be that in the future if we were to change insurers this September some insurance companies have an average waiver in their policies which would prevent a short fall of any payment providing the rebuild cost has been valued within 3 years.

#### **RPC/21/517– Internal auditor’s interim report**

A copy of the report has been circulated to all councils prior to the meeting.

A copy of the original financial regulations concerning Point 5 of the Internal Auditors interim report have been circulated to the council, we have now appointed a new deputy clerk.

#### **RPC/21/518- Online meetings**

Please visit the link below to look at the 11 questions that need to be answered regarding the call for evidence for online meetings.

[Local authority remote meetings: call for evidence - GOV.UK \(www.gov.uk\)](http://www.gov.uk)

#### **RPC/21/519 - MS365**

Cllr Fox has arranged for Cloudy IT to attend our meeting and answer any questions that the council may have about moving across to Microsoft 365. Cloudy IT have asked for councillors to watch the link to their virtual summit recording which contains a lot of information about what MS365 can do. Cllr Fox and I also attended a training demo which I have also sent the link to.

#### **RPC/21/520 - BT**

The current phone and broadband package is up for renewal in June, with the new council being in place next month and to prevent the Annual Meeting of the Parish Council being very long, I have received a quote from BT to move us onto a cloud based system, which I have emailed across. The digital system also allows us to make and receive calls from an app on the mobile displaying our office number. This will mean that we will no longer have to set up diverts and incur additional charges for this feature from the office handset. It also has a feature where voicemails can be viewed as texts as well as voice recordings. This is very beneficial as sometimes voicemails are not very clear.

#### **RPC/21/522 – Correspondence requiring a comment or decision**

Road Junction community group have advised that they have had a quote to replace the kitchen units in the library and are adding two additional wall units. I have emailed over a picture of their design.

**Annual Parish Meeting** - The date of the Annual Parish Meeting has now changed to Tuesday 27<sup>th</sup> April at 7pm via Zoom. Local organisations have been contacted and most of them have confirmed either attendance or that they will be submitting a report to circulate with the minutes.

#### **Not included on the agenda:**

**Dog bins** – Our village technician has changed all smaller bins to the larger 50L bins at Ashton Road, Bretts Lane, The Leys and Hyde Road, these were the bins that Marcus Young Landscapes had identified as being at 100% capacity. Our village technician has confirmed that two of the bins will be in the new locations of outside the football ground on Hyde Road and along London Road near the crossing opposite the rec.

**HGV’s travelling down Hartwell Road** – NCC Highways have chased MK Council for an update regarding the routing agreements, as articulated lorries are still travelling through the village to the new developments in Hanslope, they haven’t received a response at present and this is becoming unbearable. They have also ordered some unsuitable for HGV signs to put up in the village and they are awaiting delivery of these.

**Land off of Hartwell Road/The Leys** - I have left messages and emailed the contact at Nichols Colton numerous times and finally got to speak to them again today. They have promised that they will send me dates for the meeting ready for our meeting on Monday evening.

**Orbit homes** – transfer of public open space

I have chased up orbit homes again to find out what is happening with the transfer of public open space and am waiting for them to come back to me.

**Mowing contract** – N&P gave the village one last cut in March ready to hand over to The Ground Care Company. The Ground Care Company will visit the village on Monday 12<sup>th</sup> April to commence cutting the grass in the village.

**Damaged Churchcroft Grass Verges** - N&P have rectified the damage to the verges on Churchcroft and the top of the High Street and are due to lay the new turf before Monday's meeting. The insurance company have confirmed that they've made payment for this claim but the money isn't showing in our account yet, it could take 3-5 working days.

**Pension** – I have contacted Aviva to ask about the admin fees, I have had to email the request in, to date I haven't received a response, although I have chased them.