



East Ilsley Parish Council

MINUTES of the EXTRAORDINARY VIRTUAL PARISH COUNCIL Meeting

Held on Tuesday 21st April 2020 at 5pm via Zoom

Minute Reference: 001/21042020/PCVM

Councillors online: A Sharp (AS) (Vice Chair), B McGrath (BMcG), Tracey Murray (TM),
Stephen Meadows (SM), F Woods (Clerk)

MOP: 2

Press: 0

Meeting start: 17:07

Item	Detail	Action
1	<u>Welcome</u> AS welcomed all to the meeting, we received apologies from Francesca Wilkins and we are quorate.	
2	<u>Declarations of Pecuniary Interests</u> There were none.	
3	<u>Questions from the Public or Interested Parties</u> There were none.	
4	<u>Website Migration for WCAG 2.1 AA Accessibility</u> <ul style="list-style-type: none">▪ The clerk had obtained 2 quotations, one from TEEC in Newbury and the other from Hugo Fox. E-Mango were also approached but were extremely unhelpful.▪ TEEC remained the preferred supplier due to their low monthly support cost and the provision of 10 email addresses as part of the package. However, the £1,100 cost of migration was agreed as excessive.▪ Hugo Fox had a lower migration cost of £399, but a support package of £30 per month, with the Silver Plan increased the overall spend. No email addresses were provided as part of their deal. It was considered to use the 'Free' monthly plan from Hugo Fox and to look at increasing the number of Google Email addresses within our G Suite monthly package which will bring the monthly Google spend to over £30 per month.▪ The clerk will go back to TEEC to negotiate a migration cost of £400, plus the £10 per month support plan and will report back at the next meeting for final agreement.	FW
5	<u>Update on Corona Virus Pandemic</u> <ul style="list-style-type: none">▪ The Emergency Response Team are working very well and have been very enthusiastic and supportive.	

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	<ul style="list-style-type: none"> ▪ AS raised a point that the virus was deterring people from attending hospitals with medical issues such as heart attacks and strokes. We will make sure people are aware that they should call their GP / 111 / 999 if they are having a serious medical episode as they will be isolated from any wards monitoring Covid-19 patients. The clerk will ensure this is visible on our social media platforms and website. ▪ A company in Newbury were producing signs to advise people to "Stay Home, Save Lives, Protect the NHS" which can be placed underneath our village signs at various points in the village. The clerk obtained a quotation, the signs would cost £35 each, totalling £140. It was agreed that if we had been informed of this at the start of lockdown (23rd March 2020) it would have been something we would have purchased, however, at this late stage, with the message reaching its intended audience we would not proceed. 	FW
6	<p><u>Grant Applications</u></p> <p>The clerk was in receipt of 2 x Grant Applications for full council to discuss:</p> <ol style="list-style-type: none"> 1. The Pang Valley Flood Forum have requested the sum of £100 to go towards supporting the work they carry out within the area. All councillors present agreed we would award this grant and the clerk will make payment via BACS. 2. East Ilsley and Compton Scrub Sewing Team have requested a donation towards the cost of fabric to enable the team to continue making scrubs, scrub wash bags and face masks for the NHS. This endeavour has been set up by villagers and is not endorsed by a specific charity. As we do not currently have GPC we do not have the power to donate to an individual so this grant application has not been approved. However, due to the importance of this group all councillors present agreed for us to purchase £300 of fabric direct from the supplier and pass to the sewing team. The clerk will obtain and invoice from the supplier to the value of £300 (ex. VAT) and pay them directly. 	FW FW
7	<p><u>New Clerk Laptop</u></p> <p>The current laptop the clerk uses is over heating and shutting down throughout the day of its own accord. As this is our only laptop, and very much out of warranty it was agreed to purchase a new laptop for the clerk. The clerk obtained 3 quotations and they were presented to the council and the specifications matched or superseded that of the current laptop. It was agreed to purchase the Dell laptop from John Lewis as this provided 2 years warranty and John Lewis Business would be able to provide an invoice for us to pay via BACS and claim the VAT back. It was also agreed that we would apply to the West Berkshire Council Grant scheme for assistance with 50% of the cost. The clerk will complete the forms and submit to Carolyn Culver for processing. Total cost of the new laptop was £686.28 with £137.26 VAT, totalling £823.53. We can claim the £137.26 back and if</p>	FW

	<p>successful with the grant, £343.14 will be paid by West Berkshire Council and East Ilsley Parish Council each.</p> <p>The clerk will place the order and complete the transfer of files as soon as it arrives.</p>	FW
8	<p><u>Conservation Area Appraisal Group</u></p> <p>We have received a letter from West Berkshire Council advising that they like us to set up a working group to help them with appraising the special characteristics of our village. It was agreed that at this point in time it would be difficult to do this so we will revisit this once the Covid-19 pandemic restrictions had been eased.</p>	
9	<p><u>Clerk Update</u></p> <ul style="list-style-type: none"> ▪ Hawkrigde Distillers in Compton are providing all Community Volunteers a free 5 litre bottle of hand sanitiser and the clerk is collecting that soon and will inform the Emergency Response Team. Our thanks are to be recorded for this generous offer. ▪ Our Trade UK (Screwfix) Account Card has been received in the post. The clerk will activate that, add to our financial software and will start the shopping of the flood defence equipment. ▪ We have received another request to 'Support the Local Electricity Bill' and all councillors agreed not to support this as it cannot be done in East Ilsley. The clerk will write back to the team to advise them. ▪ We have received an invitation to upgrade our village lighting to efficient LED's. It was discussed that brightness could be an issue but it may be worth obtaining a quotation to see what the costs are. The clerk will write a letter to all houses with a courtesy light to ensure they know they are supposed to switch them on at night and how to seek assistance with maintenance. ▪ 3 quotations have been received for the hi-vis jackets and vests for the Emergency Response Team. It was agreed to go with Workwear Express at a cost of £276.36 for 5 jackets and 20 vests, each with our logo on the front and name of council on the back. This will be funded from EMR 327. The clerk will place the order this week. 	FW
10	<p><u>Further Questions or Comments</u></p> <p>There were none.</p>	

The Meeting closed at 18.12 and the chair thanked everyone for their attendance.

The next meeting will be a virtual Planning Meeting regarding the Ilsley Farm Barns redevelopment on Thursday 14th May at 7.30pm via Zoom. Joining instructions will be issued on the agenda on Thursday 7th May 2020.

Signed: _____

Dated: _____

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