

TADDINGTON PARISH COUNCIL

Parish Clerk: Lesley Bramwell
Crookbank Farm, Lane Head,
Tideswell,
Buxton, SK17 8RB
01298 938164

Chairman:

www.taddingtonparishcouncil.org.uk

A Meeting of the **Parish Council** will be held at **the Bramwell Institute, Taddington**, on **Tuesday 28 January 2020** at 4.00pm to be followed by a **Meeting of General Purposes Committee**

PARISH COUNCIL AGENDA

1. Apologies for absence
2. Election of a Chairman for the period unto May 2020;
3. Appointment of a Vice-Chairman until May 2020, if required;
4. Approval and adoption of the Minutes (other than Item 6) of the meeting held on 12 November 2019;
5. The Chairman to report any urgent item to be added to the agenda;
6. Declaration of Interests (Note 1)
7. To co-opt a Member to fill the present vacancy on the Parish Council;
8. Village Voice (Note 2)

(To adjourn the remainder of the Meeting until after the Meeting of the General Purposes Committee)

9. To approve any recommendations of the General Purposes Committee that require Council approval, including the approval of the Draft Budget and the setting of the Precept for 2020/21;
10. Meeting dates 2020/21: 10/3, 12/5 (AGM), 9/6 (Final Accounts), 14/7, 22/9, 10/11, 19/1, 12/3, 7/5
11. Approval of invoices to be paid and cheque signing
12. Any other item added to the agenda under 3 above

Part 2: Confidential items if any

GENERAL PURPOSES COMMITTEE AGENDA

1. Apologies for absence.
2. Approval and adoption of the Minutes (other than Item 14) of the meeting held on 12 November 2019;
3. Chairman to report any urgent item to be added to the agenda
4. Declaration of Interests (Note 1)
5. Communications not reported elsewhere on the agenda
6. Recommending the Draft budget and Precept for 2020/21 to the Parish Council (new information - report to be circulated)
7. Planning applications and other PDNPA matters (Report attached)
8. Website/Communications (report circulated) (Report attached)
9. Natural Environment:
 - Claims to DCC for footpath maintenance
 - Review of gardening in context of budget
10. Property incl. War Memorial
11. Way Forward and Village Planning
12. Litter - request for a village litter pick
13. Model Financial Regulations (see email from Clerk, 3.09.19)
14. Reports if any from the Institute Committee, Parochial Church Council and the School Governors.
15. Any other item added to the agenda under 3 above

NOTES

1. Members must ensure that they complete the Declarations of Interest sheet prior to the start of the meeting in respect of items other than Disclosable Pecuniary Interests and must indicate the action to be taken (i.e. to stay in the meeting, to leave the meeting or to stay in the meeting to make representations and then leave the meeting prior to any consideration or determination of the item). Where a Member indicates that they have a prejudicial interest, but wish to make representations regarding the item before leaving the meeting, those representations must be made under item 6 (Village Voice);
2. Members of the public may attend and ask questions or make statements on matters of concern, whether or not they are on the agenda.

AGENDA ITEM 7: PDNPA MATTERS THRIVING AND SUSTAINABLE COMMUNITIES

The National Park Authority must have a Management Plan setting out its vision for the Park. The latest came into force about a year ago and sets as one of its outcomes the aim of “thriving and sustainable” communities. The Authority has now set about trying to define the expression. Of course, what is understood by “thriving and sustainable” will feed into all future policy reviews and be crucial for the future of the local population.

The Peak Park Parishes Forum has therefore decided to make some running on this and, in consultation with parishes prepared a statement outlining its own view of what “thriving and sustainable” means. This should have been on the last agenda and the consultation period has now passed. The statement is not definitive, and may be subject to future review. The Council is asked to agree it.

P. Brady

PEAK PARK PARISHES FORUM THRIVING AND SUSTAINABLE COMMUNITIES

(It is recognised that “thriving” and “sustainable” have different meanings, but their overlap is so great that little is to be gained from trying to differentiate the approach to either.)

A thriving and sustainable community will have a sense of pride in itself and will:

- be founded on equity, fairness and mutual care and respect;
- have a balanced population;
- be resilient and able to sustain those things that are important to it (such as schools, churches, village hall, pubs, shops and cultural activities);
- be accessible;
- feel safe;
- conserve and enhance its man-made and ecological and natural environments;
- be able to face the challenges of climate change;
- respect and care for its historic and cultural legacy;
- accept change including appropriate new development;
- have the resourcefulness, resources and infrastructure needed to meet these qualities.

A thriving and sustainable community is therefore likely to include access to all or most of:

- a variety of affordable and “more affordable” housing, incl. owner-occupied,
 - to:
 - a) ensure a good mix of population across ages and economic groups;
 - b) enable those with roots in the community to remain in or return to it
 - and contribute to its future;
 - c) allow family groups across the generations to stay together for mutual support;
 - d) reduce the need to travel to one’s place of work;
- worthwhile training and employment, incl. higher-income employment so
 - that local people do not have to move away for advancement;
- consistent high-quality super-fast broadband and communications;
- local schools and education at all levels;
- the resources and information needed to help them address local
 - opportunities to tackle climate change issues;
- opportunities to participate in and develop community-based activities;
- nature and outdoor activities;
- essential services, incl. shops, entertainment, medical facilities etc.;
- efficient, regular and affordable public transport .

AGENDA ITEM 8: GENERAL PURPOSES COMMITTEE TRANSPARENCY AND THE WEBSITE

1. PURPOSE OF REPORT

The Government has given money under the Transparency Fund to set Up the Council’s web-site but it is still not up and running properly. In addition, the Council has approved the attached Communications Strategy. This report endeavours to clear up any outstanding issues with a view to the essential parts of the web-site dealing with Parish Council business since the beginning of 2019, being **fully up and running by 31 March at the latest**

2. COMPUTER

There has been some discussion over whether there should be a Taddington computer or whether the Clerk should employ a single computer to service her various Parish Council needs.

If TPC material is on a joint machine, the retirement or other departure

of the Clerk will cause problems, whereas it is possible for the PC to simply ask for the computer itself with all its contents if the Clerk is no longer working for us. As there is money left for to buy a new machine and the alternative is to pay the money back as being underspent it is

Recommended: That we proceed to purchase a new laptop for this purpose (Note: Councillor Saynor has investigated options and her proposal will be circulated separately. VAT is refundable.)

2. SCANNER

There will be letters and documents that should be on the web-site which can only be scanned. Again, it is

Recommended: That the PC also purchases a scanner/printer copier.

3. RESPONSIBILITIES AND ACCESS

There needs to be a clear understanding of who has responsibility for the web-site, who has access to it and so on. This needs to include provision for software, security etc (for which budgetary provision will be needed) and what happens when things go awry.

In the longer term, the Council should consider "cloud storage).

Recommended: That the Clerk has the prime responsibility for:

- user compliance with GDPR
- keeping the parish council's business on the web-site up to date;
- ensuring that the lap-top and other equipment is properly cared for and managed;
- ensuring that the appropriate software and security systems are in place;
- keeping the Council informed as to arrangements for the safekeeping and maintenance of the lap top and equipment;
- liaison with the web-site provider.

Also recommended: That, in case the Clerk is unable to act for any reason, the Chairman at the time and one other person authorised by the Council also have access to the computer and web-site and that the web-site provider be informed accordingly, and that a contingency plan be drawn up..

Also recommended: That provision be made in the budget for software and other maintenance.

4. PRIORITIES

The prime purpose of the website, and the Government money that is supporting it, is about "Open Government" and making the Council's affairs open to public information and scrutiny.

Recommended: That the PC concentrates first on getting its own material on the website before worrying about the wider Communications Strategy.

5. "ARCHITECTURE" AND CONTENTS - COMMENTARY

It is clear that the Parish Council business on the present website is incomplete and that a lot of effort is needed to get it to a point where it is complete, accurate and well presented. Whatever we do has to be sustainable, ie it has

to be **SIMPLE** enough for there to be a reasonable prospect of keeping it accurate and up to date and the cost of maintaining it to a minimum.

Recommended: KEEP IT SIMPLE!

There are six listed headings on the webpage, some of which seem to overlap or duplicate.

A-Z is highly inaccurate and incomplete and ascribes to Parish Council services it has either no responsibility for or the prime responsibility lies elsewhere. Also, it appears in three separate places (the webpage, community and site map). The job of providing and updating a comprehensive A-Z is enormous, unless one is already on hand somewhere. They already exist on both the DCC and DDDC web-sites.

A specifically Parish A-Z may not be particularly meaningful, but the web-site will include a summary of "sites and functions" - see below.

Also recommended: Forget the A-Z for the time being until we have everything else running and then introduce it as a single heading on the webpage.

"What's On" is a matter for future consideration, once the web-site is up and running properly with Council business.

6. "ARCHITECTURE" AND CONTENTS - SUGGESTIONS

Recommended:

I) Home. This should cover a general description of the Parish (as per Well Dressing leaflet, say) and also the Gallery pictures;

Notes:

- i. Who will draft general description of Parish? (TR has volunteered)
- ii. Who will put together Gallery pictures? (TR has volunteered)
- iii. Draft to be circulated for comment

II). About the Council. This should have eight headings as follows:

- a) the Council: a summary of the sites and functions for which it is responsible, and a brief summary of its aims (as per recent village survey report to Peak Park, for example)
- b) Members and staff;
- c) Agendas and Minutes, including written reports that accompany agendas, set out clearly in date order; in *pdf*
- d) Planning but only with a weblink to the National Park web-site;
- e) Constitution ie Standing Orders, Code of Conduct etc.;
- f) Finance
- g) Policies, ie approved policy documents;

- h) Access to Information;
- i) Reporting a fault;
- j) Contact us: Clerk's contact details, explanation of "Village Voice" and Annual Parish Meeting

Notes:

- i. PB will draft (a), (d) and (j) above, draft to be circulated for comment;
- ii. Under (b) written consent of individual members needed to place details on the website;
- iii. Is the up to date Code of Conduct available?
- iv. Written reports that are approved by the Council must in future appear with the Agendas or Minutes on the web-site.
- v. Need to improve house style/presentation.
- vi. Check position with email address on website.

III). News and consultations There is a use for this, eg a vacancy on the PC or a consultation but keeping it up to date may prove difficult.

7. OTHER ISSUES TO BE ADDRESSED AT THIS STAGE

What are they?

P. Brady
Vice Chairman

With the help of Trevor Ride and Dave Graham

Parish Council Communications Strategy

Objective: Higher village awareness of, and trust and engagement in, Parish Council decision-making and activities

	<u>Goal</u>	<u>Action required</u>	<u>Status/next step</u>
1	Ensure statutory compliance	Check procedural requirements in relation to the visible and timely posting of Parish Council documents (dates & times of meetings, agendas, meeting minutes, other,...) on village noticeboards;	Review at September PC meeting

		Ensure that working processes are in place to ensure that these procedural requirements are met on an ongoing basis	Update working processes as appropriate (agree actions at September PC meeting)
2	Ensure effective communication of Parish Council (PC) activities via a web-based platform	Agree ongoing website updating workplan with PC Clerk	Meeting (Joy, Leslie, Trevor, Dave) held 31/7. Joy to update PC
		Update the architecture of the existing PC website (https://www.taddingtonparishcouncil.org.uk/) to reflect the current scope of what the PC does and wishes to report to the village	Trevor & Dave to action following input from PC
		Improve the accessibility of information via clear indexing of documents	To be done action once new architecture is defined (action point above)
		Facilitate navigation from www.Taddington.org.uk to the PC site by creating an immediately visible 'Parish Council' chapter on its home page	Actioned. (by Peter Van Burgh)
3	Promote wider village engagement in PC activities	Systematically alert villagers to the posting of new information on the PC website via the village gmail system	Agreement has been secured with Gmail administrators
		Re-visit a previously considered project to create a specific digital PC newsletter (which could supercede gmails);	Presently on hold
		Consider the potential value of a PC Facebook page as a means to evolve from one-way communication to two-way dialogue with the village community.	Dave now responsible for updating Community Noticeboard. Opportunity to use this platform to update village on PC topics as required