

# **Stonesfield Parish Council**

**Councillors are hereby summoned to attend the Full Parish Council meeting  
At 7.00pm (30-minute duration) on the 7<sup>th</sup> May 2025 to be held at  
Stonesfield Primary School in the Hall.**

**Recording of meetings:** The law allows the public proceedings of Council meetings to be recorded, which include filming as well as audio-recording. Photography is also permitted as is live or subsequent broadcast. Live commentary is not permitted. As a matter of courtesy, if you intend to record any part of the proceedings, please let the Clerk know prior to the date of the meeting.

**Papers for the meeting** can be viewed here by clicking on the link → [Papers](#)



Miss Kay Linnington  
Parish Clerk

1<sup>st</sup> May 2025

## **AGENDA**

1. **Apologies of absence:** To receive and accept apologies for absence.
2. **Election of Chair:**
  - a) To elect the Chair of the Parish Council for the 2025/26 Council Year
  - b) Newly elected Chair to sign the Declaration of Acceptance of Office before taking the Chair
3. **Election of Vice Chair:**
  - a) To elect the Vice Chair of the Parish Council for the 2025/26 Council Year
4. **Public Participation:** Members of the public may make representations, answer questions and give evidence at a meeting in respect of the **business on the agenda**. The time designated in accordance with standing order 3 (e) shall not exceed 15 minutes unless directed by the Chairperson of the meeting. A member shall not speak for more than 3 minutes.
5. **Declarations of interest:** To receive and note. Members are asked to declare any personal interest and the nature of that interest that they may have in any of the items under consideration at this meeting.
6. **Approval of draft minutes** from the full Parish Council Meeting on 2<sup>nd</sup> April 2025.
7. **To note the Actions Register and Updates (Paper 1)**
8. **Planning applications:**
  - 1) APPLICATION NO: [25/01013/HHD](#)  
Location: Windrush Cottage, Laughton Hill, Stonesfield  
Proposal: Works to replace existing conservatory roof and wall frames

9. **To receive reports from County and District Councillors.**
10. **To receive reports from Parish Councillors.**
11. **To receive reports from Stonesfield PC Committees and Working Groups**  
**Neighbourhood Plan Steering Group:**
  - a) To receive any updates
12. **Quotation for Microsoft Office 365: (Paper 2)**

The Council's existing cloud workspace arrangement was scheduled to end on 24th April with Microshade, requiring a notice period of three months. With this in mind, the Clerk obtained a quotation from Microshade for the provision and management of Microsoft Office 365 services, as follows:

  - a) To consider and approve the one-off setup cost from Microshade totalling £600 + VAT, including:
    - I) Data architecture and scoping (no additional cost)
    - II) Setup of Office 365 domain, accounts, Teams, and SharePoint (£150)
    - III) Transfer and migration of mailboxes (£150)
    - IV) Migration of data to OneDrive (£300)
  - b) To consider and approve the annual commitment with a total monthly subscription cost of £157.60 + VAT, covering:
    - I) Microsoft 365 Business Basic for 8 Councillors (£29.60 monthly)
    - II) Microsoft 365 Business Standard with Teams for Clerk/RFO (£19.20 monthly)
    - III) Advanced Spam, Virus, & Impersonation filtering (£27 monthly)
    - IV) ESET PROTECT Complete Managed Endpoint Protection (£7.80 monthly)
    - V) Managed and monitored Microsoft 365 Data Backup (£30 monthly)
    - VI) Support service from 9am to 5pm, Monday to Friday excluding bank holidays (£44 monthly)

**Note:** An alternative reduced-cost option for Councillors using Microsoft Exchange Online (£24.80 monthly total) is also available for consideration.
13. **Biodiversity Policy/Plan:**

To discuss the Biodiversity Plan circulated to all councillors and agree the next steps
14. **To approve ratification of payments: (Paper 3)**
  - a) Ratification of payments – all are paid via bank transfer.
15. **Correspondence received to note: (Paper 4)**
16. **Deferred items from previous meetings:**
17. **Items to be considered for the next agenda:**
18. **Next Meeting:** The date of the next full Parish Council meeting is 4<sup>th</sup> June 2025 at 7.00 pm