

THORPE MALSOR PARISH COUNCIL

Minutes of the Ordinary Meeting of Thorpe Malsor Parish Council held on 6th October in the Village Hall.

Present: Cllr F Pope (Chair), Cllr E Stevenson, Cllr C Holborow, Cllr H Sharp (acting Clerk & RFO)
No members of the public attended.

1. Apologies for absence

Cllr Jo Rawson sent apologies for not being able to attend the meeting; it was resolved to accept the apologies.

2. To receive declarations of acceptance of office of new Members.

Cllr Holborow signed the Declaration of Acceptance of Office and the undertaking to observe the Code of Conduct.

3. Declarations of Interest

Cllr Sharp declared a disclosable pecuniary interest in item 9 and will withdraw from the meeting during this item.

4. Approval and signature of minutes of the Ordinary meeting of 25th August 2020.

The minutes were approved without amendment and signed by the Chair.

5. Matters arising from previous minutes not included on this agenda:

a) Inconsiderate parking in The Square

Cllr Pope reported on the response from KBC, who recommended that this was a matter for the police. It was agreed that Cllr Pope raise the issue at a higher level within KBC, and investigate the possibility of allocated parking for tenants of the bungalows in the garage compound adjacent to the play area.

Action: Cllr Pope to contact KBC.

b) Playground

Cllr Stevenson reported that KBC have carried out a risk assessment of the new equipment, which was satisfactory. The old slide, currently taped up to prevent use, was deemed unsafe and is to be removed. No response has yet been received from the Project Co-ordinator regarding the equipment that is not as agreed.

Action: Cllr Stevenson will continue to progress chase.

c) Changes to bank mandate

Cllr Sharp reported that amendments to the mandate were still awaiting finalisation. The delay being due to incorrect pre-populated data on the application form (Barclay's error). The mandate team has since advised that the mandate paperwork should be received this week and

the Business Banking team will then activate the internet banking service.

Action: Cllr Sharp to progress chase.

d) Replacement road sign for Short Lane

Cllr Sharp reported that the new road sign, ordered from KBC earlier this year, had now been installed - but in an inappropriate location near the Loddington Road junction.

Action: Cllr Sharp to contact KBC and request the sign be relocated within the village boundary.

6. Public Participation session

No members of the public attended.

7. Finance

a) To receive the Finance Statement and approve the Schedule of Payments.

It was resolved to settle all invoices as detailed on the Schedule (copy attached).

b) To review and approve proposed changes to the financial control systems.

It was agreed that this item be deferred until the next meeting of the Council.

8. To review and approve the following policies of the Council:

a) Standing Orders

It was resolved to approve the revised Standing Orders: NALC Model Standing Orders 2018 for England (Revised 2020).

b) Financial Regulations

It was resolved to approve the revised Financial Regulations: NALC Model Financial Regulations (2019).

9. To approve an update of the Council website including changes to comply with new legislation: *The Public Sector Bodies (Websites and Mobile Applications) Accessibility Regulations 2018.*

A report from Cllr Sharp had been circulated prior to the meeting (copy attached). It was resolved to approve the updates recommended in the report.

10. To consider repair or replacement of octagonal seat (Church Way/Eagle Lane).

It was resolved to adjourn consideration until the next meeting, to allow members time to inspect the seat.

11. To consider repair or replacement of village noticeboard.

It was resolved to adjourn consideration until the next meeting, to allow members time to inspect the noticeboard.

12. To consider improvements/re-wilding of verges within the village.

It was resolved to adjourn consideration until the next meeting.

13. To consider the Council's response to the government's white paper '*Planning for the Future*'.

It was resolved to adjourn consideration until the next meeting.

14. Items for the next Agenda.

No new items were proposed.

15. Date of next meeting.

The date of the next meeting is Tuesday, 1st December at 7pm.

The meeting closed at 8.50 pm.

Signed:(Chair)

Date:

THORPE MALSOR PARISH COUNCIL

SCHEDULE OF PAYMENTS

Accounts to be passed for payment 6th October 2020

Payee	Details	Amount	Power
ICO	Annual Data Protection Registration Fee	£40.00	LGA 1972 S111
Helen Sharp	Office Expenses - Stationery	£3.45	LGA 1972 S142
Total		£43.45	

FINANCIAL STATEMENT

Expected Bank Balances at 6 th October 2020 (no bank statement yet received following change of address)		Expected Balance after payment of invoices *
Business Premium Account	£631.43	£631.43
Business Current Account	£6,281.65	£5,080.15
Total	£6,913.08	£5,711.58

* These balances include invoices passed for payment at the last meeting of the council, which have not yet been settled as the bank mandate changes are not yet complete.

Thorpe Malsor Parish Council

Report to Council: Website Upgrade

Date: 2nd October 2020

Author: Cllr Sharp

1. Background

Since April 2015 it has been obligatory for parish councils to comply with the [Local Government Transparency Code](#). It requires all parish councils to enable the public to access, via a website, a variety of information including; end of year accounts, governance statements, audit reports, details of assets, minutes/agendas/meeting papers, council and member responsibilities and contact details.

NALC arranged initial funding for those parish councils that could identify a need for either IT equipment or a website. Our council qualified as we had neither a laptop, nor a website. This was one-off funding and parish council's are required to fund ongoing costs from the precept or other income.

Since then, further legislation has been introduced that also requires compliance:

a) GDPR

In 2018 the General Data Protection Regulation (GDPR) were introduced as part of a wider package of reform to the data protection landscape that includes the Data Protection Act 2018 (the DPA 2018). The GDPR sets out requirements for how organisations need to handle personal data.

We have appointed NALC as our Data Protection Officer and the website is now protected via HTTPS end to end encryption, and incorporates a SSL certificate. We do not however yet publish a General Privacy Notice, include details of any cookies that are used on the website, or give viewers the ability to restrict cookies.

b) Public Sector Bodies Accessibility Regulations 2018

Accessibility regulations for public sector bodies came into force on September 23rd 2018. These new regulations built on existing obligations to people who have a disability under the Equality Act 2010. These regulations state that all UK service providers must consider 'reasonable adjustments' for disabled people.

Time was given to comply with these regulations. Websites first published before 23rd September 2018 (which includes our council website) were given until **23rd September 2020** to become compliant. There is some leeway if the regulations would place a '*disproportionate burden*' on a public body. The regulations also require an accessibility statement is published on the website.

Accessibility issues arise for people with the following conditions:

- impaired vision
- motor difficulties
- cognitive impairments or learning disabilities
- deafness or impaired hearing

It is a requirement that websites are designed in a way that facilitate access by use of assistive technologies, including software and equipment, to improve interaction with websites. For example, screen readers that read aloud web pages for people who cannot read text, screen magnifiers for people with some types of low vision, and voice recognition software and selection switches for people who cannot use a keyboard or

mouse.

We are not fully complaint with these regulations, but a quick initial check does not reveal too many issues. It may be necessary to change the layout of some of the tables to better accommodate screen readers and the font shades need adjustment. Further tests need to be carried out.

2. Current Website

The current website went 'live' in May 2016. The site is built using WordPress - an open-source (free) content management system (CMS) which forms the core of the platform. It is complimented by use of a 'theme' to manage how the site looks, and 'plugins' to manage functionality.

Some months ago WordPress introduced a major version upgrade to improve security and add additional functionality. This was recently activated on the council's website and the site is still working correctly. However, the (free) theme software we utilise has not been maintained by the creator in line with WordPress updates, and this is a risk. In addition, the current theme does not take advantage of the functionality now available in the latest version of WordPress.

3. Proposed Upgrade

It is proposed that the following work is carried out:

- a) Change the underlying theme and some of the plugins to ensure speed and security is optimal and future updates of the core WordPress system do not result in a site crash due to lack of updates for the theme.
- b) Include, via a plugin, the ability of the viewer to restrict cookies, view information about cookies used on the site and access a Privacy Notice. (GDPR requirement).
- c) Make changes to any elements found not to comply with the accessibility regulations including fonts, table layouts (possibly) and content. Further tests are required to identify all issues.

It is proposed that we continue to use a free theme; there are a number of options that are well maintained by the creators as, in addition to the free core theme, they offer charged for add ons that generate their revenue. Our website does not need the charged for add ons, but by selecting one of these themes we are assured of regular updates.

4. Cost

At present the only costs incurred by TMPC are the annual website hosting fee and domain registration fee, which are charged at cost. All maintenance upgrades since the site went live have been made at no charge to the parish council.

This upgrade will involve considerable work and, whilst I do not propose to invoice at market rates, I am proposing to charge a flat fee of £150 to carry out the work.