**Chittlehampton Parish Council Agenda for 31/07/24 Meeting**

**Clerk to the Council: Faye Davies chittlehamptonclerk@gmail.com**

**To Members of Chittlehampton Parish Council:**

You are duly summoned/required to attend the next meeting of Chittlehampton Parish Council to be held at 7:30pm on Wednesday 31st July 2024 at Umberleigh Village Hall.

**Agenda:**

1. **Apologies**: To receive apologies and to approve reasons for absence.
2. **Declarations of Interest:**
   1. Register of Interests: Councillors are reminded of the need to update their register of interests and declare any personal or prejudicial interests on the agenda.
3. **Minutes**: To consider the approval of the minutes of the last three meetings of the Council held on 19/06/24, 17/07/24, and 26/07/24.
4. **Election of Vice-chair:**
   1. Due to the resignation of the previous vice-chair, a new vice-chair is required.
   2. Councillors to vote on vice-chair candidate(s).
5. **Co-option of a new Councillor:**
   1. Councillors to vote on the co-option of a Councillor candidate.
6. **Clerks report:**
   1. PC Stephen Theobald was contacted for a Vision Zero speed watch request.
   2. The owner of the field at the top of Deptford Hill was contacted regarding the damage to the bank.
   3. Weed control update.
   4. Journalist Ella Sampson was thanked about her interest in the Cobbaton Road development but was informed that the Parish Council does not wish to pass comment on the issue.
   5. Flood watch officer update.
   6. Changing Chittlehampton to 20mph.
   7. Opening a separate savings account for Umberleigh defib.
   8. Scribe refund update.
   9. PKF Littlejohn AGAR update.
7. **Payments for approval:**
   1. £60 hire charge for Chittlehampton Methodist Rooms 19/06/24, 15/07/24, 17/07/24, and 26/07/24.
   2. Clerk overtime wages of £244.23.
   3. Printer ink from Tesco £30.
   4. £249.60 for dog bin waste collection to NDDC.
   5. Umberleigh defib payment to Southwest Ambulance Service of £1,680 including VAT.
   6. Julie Snooks audit invoice of £250.
   7. Public Works Loan due August, direct debit payment of £283.74.
   8. Sainsburys payment of £2.25 for paper clips and drawing pins.
   9. Tesco payment of £25.40 for printer ink, ring binders, dividers, and pockets.
   10. Umberleigh Village Hall payment of £50 for 31/07/24 PC meeting, and 05/10/24 play area dance event.
8. **Financial report:**
   1. Clerk to provide a quarterly financial report.
9. **Committee and sub-committee updates:**
   1. Council to discuss which committees and sub-committees are currently not quorate.
   2. Council to vote on whether to currently suspend non-quorate committees until further councillor vacancies are filled.
10. **Civility and Respect Pledge:**
    1. Councillors are to vote on whether they wish to undertake this pledge, which was introduced to show that there is no place for bullying, harassment, or intimidation within the sector. By signing the pledge, the council is agreeing to treat councillors, clerks, employees, members of the public and representatives of partner organisations with civility and respect.
11. **Adoption of new Standing Orders:**
    1. An updated version of the Standing Orders has been sent to Councillors to individually assess prior to the meeting.
    2. Councillors are to vote on the adoption of the newer model.
12. **Adoption of new General Data Protection Regulations Policy:** 
    1. An updated version of the GDPR policy has been sent to Councillors to individually assess prior to the meeting.
    2. Councillors are to vote on the adoption of the newer model.
13. **Planning applications:**
    1. Repair and replacement of farmhouse roof at Lower Biddacott Farm, Chittlehampton. Reference number: 78530.
    2. Demolition of agricultural building and erection of one dwelling house and one detached garage class C3, at Hillhead Barn, Chittlehampton. Reference number: 78569.
    3. Winson Cross update.
14. **Play area inspection quotes:**
    1. Company A has quoted £165 + VAT per year for one inspection a year, additional cost of £47.50 if a member of the Council attends the inspection.
    2. Company B has quoted £399 + VAT for two inspections per year for five years.
    3. Councillors are to discuss the quotes and vote if they wish to go ahead with either of the two quotes provided, or if they wish to obtain further quotes from different companies.
15. **New website for the Parish Council:**
    1. Council was previously provided with quotes on website providers.
    2. Company A quoted £1000 + VAT for a WCAG 2.1 compliant website build, £350 + VAT per year for hosting.
    3. Company B quoted £495 + VAT for a WCAG 2.1 compliant website build, £25 + VAT per hour for content transfer, £295 + VAT per year for a council specific hosting server, £120 + VAT every two years for gov.uk domain name, optional extended support packages of £300 + VAT per year.
    4. Company C quoted £499 + VAT for a WCAG 2.1 compliant website build, £25 + VAT per hour for content transfer, site training at £199 + VAT, gov.uk domain name is free for two years then £100 + VAT every year thereafter, extended support package at £750 per year, councillor individual login at £100 + VAT per year.
    5. Company D quoted £569 for basic package, £749 for complete package, and £929 for extended package.
    6. Clerk has already created a website that is not strictly WCAG 2.1 compliant, this has a cost of first six months free then £8.50 per month for the next six months, annual cost of £51 for the first year.
    7. Parish Council websites do need to be WCAG compliant and do need to have a gov.uk domain name, however if Council finds that the cost is currently detrimental to the Council finances then an explanation can be put in place that explains what aspects of the Councils website is compliant, what aspects are not compliant, and what the Council is doing to work towards a compliant website.
    8. Clerk will provide a budget and finances report to assist Councillors with this decision.
16. **County Councillors update and highways report:**
    1. County Councillor Paul Henderson to provide a report.
17. **District Councillors report:**
    1. District Councillor Sue Whitehead to provide a report.
18. **Members of the public open session:** residents are invited to give their views and question the Parish Council on issues on this agenda or raise issues for future consideration at the discretion of the Chair. Members of the public may not take part in the Parish Council meeting itself.
19. **Date of next meeting**

To confirm the date of the next meeting which is scheduled for Wednesday 11th September at Chittlehampton Methodist School Rooms.

Signed:

Faye Davies

Clerk to Chittlehampton Parish Council