

**DRAFT Minutes of the Extraordinary Meeting of Slindon Parish Council
Held 'Remotely' via Zoom Software *
On Monday 29th June 2020 at 7.00 p.m.**

*The Local Authorities and Police and Crime Panels (Coronavirus) (Flexibility of Local Authority and Police and Crime Panel Meetings) (England and Wales) Regulations 2020 (Regulation 5)

Present: Councillors Niki Adamson (Chairman), Barbara Brimblecombe, Jan Rees, Peter Fenton, Derek Thomas and Paul Wilkinson.

In attendance: Sarah Linfield BSc (Hons), CiLCA (Parish Clerk/RFO)

No member of the public, apologies received from Arun District Councillor, Grant Roberts

11. PUBLIC QUESTION TIME – N/A.

12. APOLOGIES FOR ABSENCE (FROM PARISH COUNCILLORS) – N/A.

13. DECLARATIONS OF INTEREST – Councillor Thomas declared a personal (non-registerable, non-pecuniary) interest in agenda item 7.2 under 'Grants and Donations' by virtue of his son-in-law's position as a sergeant within the organisation applying for a grant.

14. MINUTES OF THE PARISH COUNCIL MEETING HELD 8TH JUNE 2020

Resolved - that the minutes be approved as a true record of the decisions of the meeting and be signed by the Chairman.

15. ENERGY PROVIDER FOR STREETLIGHTS – the clerk had previously circulated a report (Annex A) to the council, and it agreed to renew its contract with SSE on the basis that it provided a competitive quote, the benefit of an uninterrupted service, a designated Accounts Manager and the certainty of a fixed tariff for 24 months in uncertain times. The clerk highlighted that the council had received 2 different quotes from SSE, one dated 26.5.20 and a revised one dated 24.6.20 and although the preference was for the earlier one which was slightly cheaper by £5.05 per annum, either was considered acceptable. Unfortunately, the clerk had been unable to understand the basis on which the original quote had been revised due to the impact of COVID-19 lockdown restrictions on SSE working practices.

Resolved – to authorise the clerk to accept the quote provided by SSE (preference being for the first quote) and for any relevant paperwork to be obtained and signed outside the meeting.

16. NEW PARISH COUNCIL WEBSITE - the clerk had previously circulated a report (see extract under Annex B) to the council, and it agreed to appoint 'Aubergine' to provide its new website which it felt would best meet its requirements and represent value for money - including a discount through membership of the Society of Local Council Clerks - at a total cost of £1498 + VAT* (website £700, transfer of existing content at c £300 and annual service charges of £498) * to be reclaimed. Annual service charges to apply at £498 + VAT in subsequent years based on current prices. The clerk confirmed that the lead time was approximately 4-5 weeks. It was

Resolved – to authorise the clerk to accept Aubergine's quote dated 27.5.20, costings as per 'Basic set up and year 1' £1198 + VAT and transfer of existing website content per 'enhanced functionality optional extras' estimated at £300 +VAT (based on 12 hours work).

Proposed by Councillor Adamson, seconded by Councillor Brimblecombe and by the agreement of all councillors present

17. GRANTS & DONATIONS (awarded under section 137 of the Local Government Act 1972)

17.1 SlindonLife – Village Scarecrow Event June 2020 – it was

Resolved - to retrospectively approve a grant of £35 towards the prizes, reimbursing the organiser. The grant had been agreed outside the meeting due to lockdown restrictions and the Chairman undertook to obtain a copy of the group's constitution to file with the emailed application for audit purposes.

17.2 2351 (Bognor Regis) Squadron, Royal Air Force Air Cadets

Councillor Thomas had already declared a personal (non-registerable, non-pecuniary) interest at the start of the meeting documented under minute 13 'Declarations of Interest'. Councillor Thomas' knowledge informed the first part of the discussion explaining that the organisation had been

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gifted a new minibus but had approached those villages that it had supported over the years to contribute towards its motor insurance. Councillor Thomas did not participate in the decision-making process or voting, and it was

Resolved - to award a grant of £50 in recognition of its contribution to events in Slindon over the years, subject to prior receipt of a completed application form and the supporting documentation (constitution/accounts) in due course as these could not be accessed at the moment due to COVID-19 lockdown restrictions.

Proposed by Councillor Rees, seconded by Councillor Fenton and by the agreement of councillors present and voting (made under LGA 1972, section 137).

18 MEMBERSHIP SUBSCRIPTIONS

18.1 SLCC Membership – it was

Resolved - to authorise the Clerk to renew the annual subscription due.1.7.20 split 50:50 with Clapham Parish Council (each to pay £80.50).

18.2 LCR Membership – it was

Resolved - to authorise the Clerk to subscribe at an annual cost of £68.

19. FINANCE REPORTS (Annex C)

Payments – approved payments issued outside meeting due to COVID-19 lockdown restrictions - summary to be signed outside council meeting

20. PLANNING APPLICATIONS

20.1 SDNP/19/03164/HOUS

Rear Two Storey Extension & Reconfiguration of Front Dormer Windows | Pump Cottage Church Hill Slindon BN18 0RD

<https://planningpublicaccess.southdowns.gov.uk/online-applications/applicationDetails.do?activeTab=summary&keyVal=QABASLTUFJK00&prevPage=inTray>

Stance - Neutral.

Narrative – Application dated 14.5.20, 5 Condition(s) - Removal/Variation.

This is made on the basis that there are no further deviations from the original application.

Whilst the council now understands the reason behind the variation sought (condition 2) it is disappointed both that work did not stop immediately the issue was identified and has necessitated a change to the width of the rear addition, with an increase of 700mm to the east.

20.2 SDNP/20/02038/LIS

Alterations to east facing side elevation | Flint Cottage School Hill Slindon BN18 0RA

<https://planningpublicaccess.southdowns.gov.uk/online-applications/applicationDetails.do?activeTab=summary&keyVal=QAQP97TUF900&prevPage=inTray>

Stance - Neutral

It was

Resolved - to authorise the clerk to update the SDNP planning portal

21. DATE OF NEXT ORDINARY MEETING – Monday 13 July 2020 7 p.m. – all to note

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The meeting ended at 7.45 p.m.

Signed as a true record of the meeting

Chairman

Date

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Annex A

Energy Quote Renewal for Streetlights

What's Happening

The council's business energy contract with SSE expires 31/7/20 and the council has been offered a quote which runs for 24 months.

What You Need to Know

The letter which accompanies the quote states it must be accepted by 1/7/20, although having spoken with several sales advisers it appears it can be delayed any time up until the 31/7/20.

However, if the council wishes to accept the quote, the sooner it does so the more likely it is to secure the rate. If the council accepts the quote until such time as it is confirmed by SSE the rate can still change.

SSE provide an Unmetered Supply which is for electrical equipment where either it is not practical to install a meter and/or the cost of installing a meter is disproportionate to the cost of electricity used by the equipment. This applies to the streetlights in Slindon.

What You Need to Do

The Unmetered Supplies Operators Website list 9 companies that will supply electricity without a meter reading consumption although only those listed in the table below have provided the council with a quote, either due to pandemic (Haven Power, Opus Energy) or because they do not supplier smaller consumers (EDF, Engie, Npower, Total Gas and Power).

<http://www.umso.co.uk/>

The council needs to decide on whether it remains with its existing provider or chooses an alternative one.

See comparison table on next page

Considerations

That the council continue to use SSE which has provided a competitive quote and it will benefit from an uninterrupted service and continuity of its existing designated Accounts Manager.

E.On's quote is the lowest but it is a variable rate and therefore subject to change, it could increase.

Green Energy UK's quote is for 100% green electricity from renewable sources but is considerably more expensive.

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| Electrical Supplier | Tariff | Rate pence per KWh (existing) | Annual Cost (existing supplier) Based on Unmetered Supply Certificate @18 June 2020 consumption * | Rate pence per KWh (quote) excluding VAT | Projected Annual Estimated Cost Based on Unmetered Supply Certificate@ 18 June 2020 consumption * Half night and pre-dawn 611.3 kWh and Continuous 13.1kWh |
|----------------------------|------------------------|--|--|--|--|
| SSE | Fixed – 31/7/22 | Half night and pre-dawn Monthly charge £1.88 17.519p/kWh Continuous Monthly £2.72 14.523 p/kWh | Half night and pre-dawn Standing charge = £22.56 Consumption = £107.09 Continuous Standing charge = £32.64 Consumption = £1.90 Total = £164.19 | Half night and pre-dawn Monthly charge £1.88 17.565p/kWh Continuous Monthly £2.72 15.043 p/kWh | Half night and pre-dawn Standing charge = £22.56 Consumption = £107.37 Continuous Standing charge = £32.64 Consumption = £1.97 Total =£164.54 |
| E-On | Variable | N/A | | 22.1p/kWh No standing/monthly charge | 624.44 kWh @ 22.1p/kWh = £138 |
| Green Energy UK | Fixed – expiry 31/3/22 | N/A | | Half night and pre-dawn Monthly charge £9.64 18.23p/kWh Continuous Monthly £16.76 18.03 p/kWh | Half night and pre-dawn Standing charge = £115.68 Consumption = £111.44 Continuous Standing charge = £ 201.12 Consumption = £ 2.36 Total = £430.06 |

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Annex B

Choosing a New Parish Council Website Provider

What The Council Needs to Do

It needs to choose a website that meets the following specification.

- Provides good value for money - not necessarily the cheapest, but meet at least the minimum specifications, can be improved and changed later and provide a suitable level of after sales service.
- Easy to update - WordPress is often recommended as it is easy to upload documents and to make changes
- GDPR *Compliant - including built in SSL certificates and cookie consent features. SSL stands for "secure sockets layer" and is a form of security for websites that encrypts data going between a user's browser and the website server. For GDPR compliance, any website with a contact form should have an SSL.
- Comply with WCAG** Accessibility Regulations - and be in place by 23 September 2020
- Comply with the Transparency Code - which requires certain information to be published on a publicly accessible (free of charge) website
- Backed Up daily - to provide peace of mind
- Provided to ensure succession (i.e. not by an individual)

First and foremost, the website must be compliant.

**GDPR = General Data Protection Regulations*

*** WCAG = Web Content Accessibility Guidelines*

Way Forward

I have looked at the various website providers and selected four that would be able to supply a suitable website.

Website providers

Netwise - <https://parishcouncilwebsites.org.uk/>

Vision ICT <https://visionict.com/CouncilWebsites>

JNR Computer Services <https://jnrcomputers.co.uk/>

Aubergine <https://www.aubergine262.com/wcag-compliant-websites-for-public-bodies/>

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Technical Specification

| | Netwise | Vision ICT | JNR Computer | Aubergine |
|--|---|----------------------------------|--|--|
| CMS Type | WordPress | Own CMS - easy update | Umbraco | WordPress |
| Accessibility Regs. | ✓ | ✓ | ✓ | ✓ |
| GDPR Compliant | ✓ | ✓ | ✓ | ✓ |
| Transparency Code | ✓ | ✓ | ✓ | ✓ |
| Backups, software updates | Daily, automatic | Every 6 hours, automatic | Daily and weekly, automatic | Every 12 hours, automatic |
| Storage size | 5GB | Unlimited | 5GB | Unlimited |
| Mail provider | Webmail (GDPR states not a 'best practice') | £18 p.a. per mailbox | Recommend Microsoft 365 Business Basic | Recommend Microsoft 365 Business Basic |
| Hosting on website provider's server to ensure GDPR and WCAG compliance | Required - included in price | Required - included in price | Preferred - included in price | Preferred - £199 p.a. |
| Support | By ticket although email or phone offered | Phone, online or email | Phone or email | Phone, online or email |
| Time to build | 2 weeks | 2 -5 weeks | 5 weeks | 4-5 weeks |
| Training | 2-hour zoom training/ videos | 2 hours telephone/ zoom training | manuals, online | 2-hour video call, how to videos |
| Parish Council Websites - examples | Fittleworth Middleton-on -Sea | Woodmancote SSALC | Clapham Patching Findon | Anglesey Eaton Bray |

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Annex C

| SLINDON PARISH COUNCIL ACCOUNTING INFORMATION | | | | | | | | | |
|--|---------------------------------|------------------|---------------|------------|--------|--------------|--|---|--|
| Monthly * Expenditure for approval at Meeting 29/06/20 (* June 2020) | | | | | | | | | |
| Approve issue of payments | | | | | | | | | |
| Community Account | | | | | | | | | |
| DATE OF CHEQUE/SO/DD | BENEFICIARY/PAYEE | TRANSACTION TYPE | Cheque number | NET AMOUNT | VAT | GROSS AMOUNT | STATUTE (UNDER WHICH PAYMENT MADE) | REASON/COMMENT | AUTHORISED (MINUTE) |
| 12/06/2020 | Slindon Coronation Hall | SO | | £ 14.00 | | £ 14.00 | LGA 1972 s134 | May meeting | Recurring payment - did not use facility due to COVID-19 but is currently being paid. |
| 12/06/2020 | Sarah Linfield | SO | | £ 520.00 | | £ 520.00 | LGA 1972 s112 | Clerk's monthly salary - period 3 | Recurring payment. |
| 08/06/2020 | SLCC Enterprises Ltd | Cheque | 100349 | £ 30.00 | 6.00 | £ 36.00 | LGA 1972 s 112 | Clerk's training course (End of Year Finance) | Retrospective approval required - agreed outside meeting during pandemic as event took place before council met. |
| 08/06/2020 | HMRC | Cheque | 100350 | £ 130.00 | | £ 130.00 | LGA 1972 s 111 | Tax on clerk's salary - period 3 | Regular payment. |
| 08/06/2020 | A Woolner | Cheque | 100351 | £ 100.00 | | £ 100.00 | The Accounts & Audit Regulations 2015 PART 2 (5) | Internal Auditor Report | Minute 20/209 (meeting 9.3.20) - Finance Reports - Appointment of Internal Auditor |
| 22/06/2020 | Beechdown Arboriculture Limited | Cheque | 100352 | £ 804.17 | 160.83 | £ 965.00 | Local Government Act 1972 s14 ss27; Public Health Acts Amendments Acts 1890 s44; Open Spaces Act 1906 ss9 & 10; Local Government | Tree work required following annual tree survey | Minute 20/207 (meeting 9.3.20) - The Clerk's Report - The Annual Tree Survey |
| 22/06/2020 | MC Richards | Cheque | 100353 | £ 35.00 | | £ 35.00 | Contribution towards prizes for Scarecrow Event in the village | LGA 1972 s 137 | Retrospective approval required - agreed outside meeting due to pandemic |
| | | | | 1633.17 | 166.83 | 1800.00 | | | |