**A drawing of a face

Description generated with high confidence**

Chairman: Councillor Simon Hanes | Clerk: Mrs Arin Spencer

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Wednesday 27 March 2019

Dear Councillors,

**NOTICE** IS HEREBY GIVEN thatan **Ordinary Meeting** of **Kempley Parish Council** will be held in **Kempley** **Village Hall** on **Tuesday 02nd April 2019** **at 7:30pm**. All members are summoned to attend. The meeting will consider the items set out below.

Arin Spencer

Parish Clerk

**AGENDA**

1. **To RECEIVE apologies for absence**
2. **To RECEIVE declarations of interest or requests for dispensations**

Councillors are asked to declare disclosable pecuniary interests and other interests in items on the agenda as required by the Kempley Parish Council Code of Conduct for Members and by the Localism Act 2011.

1. **Chairman’s Announcements**
2. **To SIGN as a correct record the minutes of the meeting held on 5th March 2019** (previously circulated).
3. **Public Participation**

Members of the public are invited to raise questions about and/or comment on items on the agenda. Time for this session is limited to 15 minutes and 5 minutes per individual. Standing Order 3(e)-(k).

1. **To DISCUSS the Community Spirit section of the Community Led Action Plan**

Discussion to be limited to 45 minutes and have the purpose of getting a collective view on progress to date and further action to be taken.

|  |  |  |
| --- | --- | --- |
| **ACTION TO BE TAKEN** | **POTENTIAL PARTNERS** | **PRIORITY FOR ACTION** |
| **COMMUNITY SPIRIT** |  |  |
| *AIM: Increased* ***community cohesion*** |  |  |
| Maintain **neighbourhood watch scheme** | Volunteer | **High** Start ASAP |
| Support pastoral care for the **vulnerable** members of our **community** | PCC, **KPC** | **High** Ongoing |
| Create and maintain a **skills register** | Village Group Reps | **Medium** Start by end 2017 |
| Review and keep **Community Emergency Plan** updated | **KPC** | **Medium** Biannual review |
| Maintain contact with **Community Well Being Agent** | **KPC** | **Low** Ongoing |
| **ACTION TO BE TAKEN** | **POTENTIAL PARTNERS** | **PRIORITY FOR ACTION** |
| *AIM: To ensure* ***village hall*** *is made fit for purpose* |  |  |
| Develop the **refurbishment plan** | KVHT, PCC | **High** 2017 |
| **Fundraise** for refurbishment | KVHT, **KPC**, DC & KPM | **High** Ongoing |
| Undertake a **feasibility study** for Public Works Programme loan | **KPC**, KVHT | **High** Complete |
| Extend activities within the **village hall** | KVHT | **Medium** Ongoing |

Council should aim to provide clarity on the following five points:

1. Required outcomes
2. Key members and other stakeholders
3. Timescale, especially an end date
4. Monitoring and reporting
5. Resources and budget
6. **To AGREE a date for the Annual Parish Meeting**

This must take place between 1 March and 1 June 2019

1. **Planning**
   1. Application ref: P0271/19/AG

Application address: The Moor House, Fishpool GL18 2BT

Proposal: Prior notification for the erection of an agricultural building for the storage of agricultural machinery.

Link to full details: <https://publicaccess.fdean.gov.uk/online-applications/applicationDetails.do?activeTab=summary&keyVal=PN6EJBHI01000>

Comments: Council is asked to COMMENT on the above application. Deadline for comments is 3 April 2019.

* 1. **Public Path Diversion and Extinguishment Orders at Kempley Court, Kempley (P1689/18/FUL)**

Council is asked to COMMENT. Deadline for comments is 18 April 2019.

1. **Financial Management**
   1. To RECEIVE an update from the Lead Member for Finance on internal examination of the accounts for the period 1 December 2018 - 31 March 2019.
   2. To APPROVE the following expenditure incurred since the Parish Council meeting on 5 March:

**Payment Details Cheque Amount Power**

1&1 IONOS MyWebsite (Feb-May) 388 £ 17.96 LGA 1972 s111

SLCC CiLCA Registration (Training) 389 £ 350.00 LGA 1972 s111

* 1. To NOTE the year end bank reconciliation dated 31/03/2019.

1. **Asset Register**
   1. To RECEIVE asset condition report as at 28/03/2019
   2. To NOTE updated asset register
2. **To CONSIDER migrating the Kempley Parish Council website to a WordPress site hosted and managed by 1&1 IONOS at a cost of £86.40 per year (for the WordPress Essential package).**

See report attached.

1. **Clerk’s Report**

**Action Tracker** (FOR INFORMATION ONLY)

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Minute Ref** | **Details** | **Due Date** | **Status** | **Action** |
| 227/19  05.03.19 | Gigaclear status update | None | Pending | Clerk to report back |
| 227/19  05.03.19 | Delivery of election flyer to residents not on mailing list. |  | Pending | Clerk to deliver flyers by hand on 29 March |
| 222/19  05.03.19 | Free First Aid Course for parishioners | None | Pending | Clerk to arrange |
| 221/19  05.03.19 | Digital Mapping – report on trial | None | Trial in progress | Clerk to report back to Council on trial |
| 218/19  05.03.19 | Village Hall Report (New) | ASAP | In progress | Clerk to produce new report incl NALC advice. |
| 167/18  04.12.18 | Management plan for environmental assets of Village Green | None | In progress | Clerk to complete |
| 156/18  04.12.18 | Internal Audit | 30.04.19 | Pending | Clerk to arrange for 2nd half April |
| 156/18  04.12.18 | Response to TwoRivers re removal of shared boundary hedge | None | Pending | NJD |
| 156/18  04.12.18 | Kempley Green Note | None | In progress |  |
| 149/18  06.11.18 | Highways Note | None | Pending | Clerk to complete |
| 148/18  06.11.18 | Village Green Note | None | In progress | Clerk to complete |
| 128/18  06.11.18 | Kempley House – query re planning permission | None | Pending |  |
| 115/18  02.10.18 | Join Dementia Action Alliance | None | Pending | Clerk to action. |
| 60/18  19.07.18 | Data Audit | ASAP | In progress | Clerk to complete |

**National Association of Local Councils Employment Briefing E2-18**

Council is asked to note that the Clerk has adjusted her salary to SCP 8\* £10.37 per hour from the originally noted SCP 19 £10.107 per hour. This is in line with the pay scales agreed by the National Joint Council for Local Government Services (NJC) published by NALC on 7 December 2018.

\*The spinal column point numbering system has changed: SCP 19 is now SCP 8.

**Notice of items to be taken into consideration at the next meeting:**

Councillors are asked to highlight any items.

The Clerk recommends the following:

Election of Chairman (LGA 1972 ss 15 & 34)

Election of Vice-chairman

Councillors to sign Acceptance of Office (LGA 1972 s 83)

Appointment of Committee Members (LGA 1972 s 101-106 and schedule 12)

* Staffing Committee

Appoint a representative for the following:

* Village Hall
* Neighbourhood Watch
* Community Emergency Volunteer

Review of delegation arrangements to Committees

Review and adoption of Parish Documentation

Update of Bank Signatories

Insurance review

1. **Meetings**

The Annual Parish Council Meeting will be held on 9th May 2019 at 7:30pm in the Village Hall.

*Schedule of forthcoming meetings and topics for discussion:*

|  |  |
| --- | --- |
| **Meeting Date** | **Key Tasks** |
| 04/06/2019 | Discuss CLP Action Points - Environment  Possible co-option if insufficient candidates at May election |
| 02/07/2019 | Discuss CLP Action Points – Communication |
| 02/07/2019 | Discuss CLP Action Points – Planning for the Future |
| 06/08/2019 |  |
| 03/09/2019 | Appoint independent internal auditor  First consideration of projects to be included in new budget |
| 01/10/2019 | Committees to consider their budgets |
| 05/11/2019 | First draft of budget for council to consider |
| 03/12/2019 |  |

**Submission of Motions for a Meeting:** Councillors and members of the public may submit requests to the Clerk for questions or motions to be included on the meeting agenda. Requests received less than 7 clear days before the meeting will be carried over to the next meeting. See Standing Order 9 (Standing Orders are published on the Parish Council’s website) for further guidelines regarding the submission of Motions for a Meeting.

**Report: Website Hosting Upgrade**

**By Arin Spencer (Clerk)**

25 March 2019

**Introduction**

The Kempley Parish Council website (the ‘website’) is hosted by 1&1 IONOS. The package includes hosting, storage space of 50Mb and a website builder interface that makes it possible to update the website without coding experience.

The website builder currently in use was released in 2010 and is out of date. The website is utilising 44Mb of its 50Mb storage space and some data has had to be removed from the site for it to remain functional.

A website builder (construction) and hosting (storage) upgrade is needed if the website is to continue to function properly and grow as required.

**Investigation**

The following website builder options were trialled:

* Wix
* GoDaddy
* 1&1 IONOS

The following managed WordPress options were investigated:

* BlueHost
* WordPress.com
* GoDaddy
* 1&1 IONOS

The most user friendly and cost-effective options to emerge from the above were 1&1 IONOS Website Builder and 1&1 IONOS managed WordPress. These are both compared with the current package in the table below:

|  |  |  |  |
| --- | --- | --- | --- |
|  | **1&1 Ionos**  **Current Package** | **1&1 Ionos Hosting:**  **WordPress Essential** | **1&1 Ionos**  **Website+ Business** |
| **Annual Cost** | £ 71.84/year incl VAT | £7.20 for 1st 6 months then £86.40/year | £12 for 1st year and £144/year thereafter |
| **Domain** | £19.32/year incl VAT | Included | Included |
| **Support** | Email, live chat, phone | Email, live chat, phone | Email, live chat, phone (only for hosting) |
| **Design Customisation** | Basic 2010 version, now out of date | Advanced | Advanced |
| **Storage** | 50Mb | 25GB | Unlimited (based on reasonable use) |
| **SSL Certificate** | Included | Included | Included |

**1&1 Ionos Website+ Business**

The benefits of this package are an easy to edit and quick to respond interface. Increased design customisation and 24/7 support.

The drawbacks are that the website will need to be completely rebuilt (but this is also true for any other upgrade option) and an increase of 58% in the running cost of the website.

**1&1 IONOS WordPress Essential**

WordPress.org is the world’s most popular website building platform (28% of all websites are powered by WordPress). The open source software is available free from WordPress.org but requires an experienced website builder to set up a self-hosted site.

To make WordPress accessible to beginners, there are numerous companies that offer hosted and managed WordPress packages with an easy to use WordPress setup wizard and automatic updates.

The benefits of the 1&1 IONOS managed WordPress option are 25GB of storage space and a slightly lower annual cost than what is currently being paid.

The drawbacks are a slightly less intuitive and user-friendly design interface, and no website building technical support (only hosting support).

**Website Rebuilding Costs**

To rebuild the website 1&1 IONOS would charge £250 for the first five pages and £25 per page thereafter. The website currently has 27 pages so the cost would be £800. This offer is only for migration to the 1&1 IONOS Website+ Business package.

Indications are that the cost to build the website in WordPress would be £600-£700.

**Summary**

The Kempley Parish Council website has outgrown its entry level hosting package and needs more storage space.

An easy to use website builder is needed so that the website can be built and updated without the need for coding expertise.

The website will need to be rebuilt regardless of which upgrade option is chosen. A professional will charge approximately £600 - £700 to do this.1

**Recommendation**

The Clerk recommends Council consider rebuilding the website using the 1&1 IONOS WordPress Essential managed hosting package at a total cost of £1.20/month for the first six months and £7.20/month thereafter.

This option provides ample storage space (25GB), a free domain, adequate technical support, and a platform with advanced design customisation capability.

1 The Clerk estimates it would take her 15 hours to rebuild the site in WordPress.