

MINUTES OF STANWICK PARISH COUNCIL ANNUAL MEETING HELD ON

Date: 21st May 2020

Venue: Zoom Meeting

Time: 7.15 p.m.

Present: Councillors:-
N Peck (in the chair)
S Glanville-Hughes
S Kitchener
G Konstantinidis
D Munday
M Partrick
J Paterson
J Hodgson
Clerk to the Council
Members of the Public 0
ENC Councillor H Howell
NCC Councillor D Hughes

This meeting was held 'remotely' via an internet platform as permitted by The Local Authorities and Police and Crime Panels (Coronavirus) (Flexibility of Local Authority and Police and Crime Panel Meetings) (England and Wales) Regulations 2020.

20.1 ELECTION OF THE CHAIRMAN OF THE COUNCIL FOR THE CIVIC YEAR

After proposal and voting, it was

RESOLVED

That Councillor Peck be elected as Parish Council Chairman for 2020-21

20.2 DECLARATION OF OFFICE BY THE NEWLY ELECTED CHAIRMAN

Councillor Peck read out the declaration and signed declaration. This will be countersigned by the Clerk in due course.

20.3 ELECTION OF VICE CHAIRMAN

After proposal and voting, it was

RESOLVED

That Councillor Kitchener elected as Parish Council Vice Chairman for 2020-21

NCC Councillor Hughes congratulated Councillor Peck and Councillor Kitchener and left the meeting for a prior commitment.

20.4 APOLOGIES FOR ABSENCE

There were no apologies.

20.5 DECLARATION OF INTEREST

Councillor Munday declare an 'other' interest in item 20.23 as a member of the Joint Standards Complaints Committee.

20.6 APPROVAL OF MINUTES

It was proposed and

RESOLVED

That the Minutes of the Council Meeting held 23rd April 2020 be approved as a correct record and signed by the Chairman. The Minutes will be signed at the first meeting opportunity after the lockdown has been lifted.

20.7 ANNUAL REVIEW OF DELEGATION OF POWERS TO THE CLERK

The Clerk is the Proper Officer of the Council and the Responsible Financial Officer. The Clerk has delegated authority specified within the Financial Regulations. The Clerk has delegated authority to make adjustments to financial arrangements and to transfer money between the bank accounts but not to sign cheques. The Clerk also has authority to sign grounds maintenance consortium work orders.

With regard to the cemetery, the Clerk has delegated authority under Local Government Act 1972 s101 to determine the application of the seven year residency rule on whether a resident or non-resident fee should be applied will be based on the residency status of the deceased rather than the owner of the Exclusive Right of Burial. (Minute 69 July 2011).

The Clerk has delegated authority to grant dispensations to Councillors with regard to the Code of Conduct and Disclosable Pecuniary Interests in accordance with paragraph 15 of the Council's Code of Conduct.

Where authority is delegated on specific matters, that authority is detailed in the appropriate Minutes.

The Council has adopted a policy regarding officer decisions in accordance with Openness of Local Government Bodies Regulations 2014, which the Clerk must adhere to.

It was proposed and

RESOLVED

That the Council is satisfied with these arrangements.

20.8 Appointment of Committees

a. Staffing Committee

It was agreed that the Staffing Committee should be continued.

b. Members of the Staffing Committee

It was agreed that the members of the committee would be Councillors Glanville-Hughes, Paterson and Peck with Councillor Kitchener as first reserve.

c. Terms of Reference for the Staffing Committee

It was agreed that the Terms of Reference for the Staffing Committee as approved by Council on 20th June 2019, Minute reference 19.46, should be readopted without alteration.

d. Other committees

It was agreed that it was not necessary to establish any other committees.

20.9 ANNUAL REVIEW OF STANDING ORDERS AND FINANCIAL REGULATIONS

It was agreed that the Standing Orders and Financial Regulations should be readopted without amendment. The option of the Council to ‘meet’ on an internet platform was embodied in The Local Authorities and Police and Crime Panels (Coronavirus) (Flexibility of Local Authority and Police and Crime Panel Meetings) (England and Wales) Regulations 2020 and the Parish Council’s Virtual Meeting Policy and therefore a temporary change to the Standing Orders was not required.

20.10 REPRESENTATION ON OUTSIDE BODIES

It was proposed and

RESOLVED

That the Clerk be appointed to represent the Council on the East Northamptonshire Consortium for Grounds Maintenance.

That Councillor Munday be appointed to represent the Council on the Joint Action Group

That Councillor Kitchener be appointed to represent the Council on the Village Hall Trust

That Councillors Kitchener and Munday be appointed to the Ringstead Quarry Liaison Group

20.11 ANNUAL REVIEW OF INVENTORY OF LAND AND ASSETS

The full asset register had been emailed to all councillors prior to the meeting. It was agreed that it was accurate.

20.12 INSURANCE COVER FOR ALL INSURED RISKS

The insurance schedule and renewal invitation had been emailed to all councillors prior to the meeting. It was proposed and

RESOLVED

That the Council would continue to arrange cover through BHIB Ltd at an annual premium of £850.29 and the Clerk has delegated authority under the Local Government Act 1972 s 101 to enter into a 3 year contract if the appropriate premium is the same as or less than the annual premium.

20.13 MEMBERSHIP OF OUTSIDE BODIES

After consideration of the merits of belonging to the organisations, it was proposed and

RESOLVED

That membership of Northamptonshire County Association for Local Councils (NCALC), Northamptonshire A.C.R.E, Open Spaces Society, the Society of Local Council Clerks (SLCC) and National Society of Allotments and Leisure Gardeners and CPRE should be continued and that the Clerk is authorised to pay the membership fees as renewal of membership becomes due.

20.14 ANNUAL REVIEW OF THE COUNCIL'S COMPLAINTS PROCEDURE

The current policy was found to be satisfactory.

20.15 ANNUAL REVIEW OF FREEDOM OF INFORMATION ACT & DPA PROCEDURES & FOI/DPA REQUESTS MADE DURING THE YEAR

It was noted that the current policies for Freedom of Information and Data Protection were satisfactory and that minor non-substantive changes had been made to improve clarity.

It was noted that there had not been any requests for information under the Freedom of Information Act nor the Data Protection Act during the past twelve months.

20.16 ANNUAL REVIEW OF POLICIES FOR NEWS MEDIA AND SOCIAL MEDIA

The current policies were found to be satisfactory.

20.17 LOCAL GOVERNMENT ACT 1972 SECTION 137 LIMIT

It was noted that the spending limit under Local Government Act 1972 s137 for the year 2020-21 is £12,762.88 for expenditure that is not otherwise authorised by legislation and meets certain specific criteria as detailed in the Act.

20.18 DATES & TIMES OF ORDINARY MEETINGS

It was agreed that the ordinary meetings of the full council would be held on 16 July, 17 September, 19 November, 21 January 2021, 18 March and 20 May 2021 (Annual Council Meeting)

20.19 COUNCILLOR PORTFOLIOS

It was proposed and

RESOLVED

Councillor Kitchener would hold the portfolio for Finance and Internal Control and Councillor Munday should hold the portfolio for Community Safety. It was also agreed that Councillor Konstantinidis would hold the portfolio for Stanwick Volunteers.

20.20 BANKING ARRANGEMENTS

It was noted that it was not necessary to make any changes.

20.21 PUBLIC SPEAKING TIME

There were no members of the public in attendance. The Council considered an emailed complaint regarding garden waste being dumped in the public open space on Manningham Road, behind Courtman Road.

Consideration was given to sending a letter every household on the Mallows Grange estate. It was proposed and

RESOLVED

That as a preliminary measure, laminated signs should be erected on posts instructing residents not to dump waste on the public open space. Councillors will put up the signs.

20.22 REPORTS FROM ENC AND NCC COUNCILLORS

A report was not available from Cllr Hughes. A written report from Cllr Howell had been circulated to all councillors. Cllr Howell congratulated Councillor Peck and Councillor Kitchener on their appointment.

20.23 COMPLAINT MADE UNDER THE SOCIAL MEDIA POLICY

A complaint had been emailed to the Council regarding the wording of a comment made by a councillor on a facebook page. The comments had been deleted by the pages admin team. The councillor had given an apology to the Council via the Chairman. And the Councillor provided with a copy of the Council's Social Media Policy. The Chairman will write to the complainant.

20.24 FINANCIAL MATTERS

a. Internal Control

i. Budget variance report and statement of accounts

The budget variance report and statement of accounts together with the final quarter end budget variance report for the financial year 2019-2020 were received and the contents noted.

ii. Report in relation to VAT

The claim of £404.73 for April 2020 and a claim of £426.19 for March 2020 have been received.

iii. Report in relation to PAYE

It was noted that the year-end processes for the tax year ending April 5th 2020 had been completed.

iv. Grants received or given

None.

v. Incident and accident reports on council owned land

None.

vi. Reports from volunteer inspectors

None.

b. Schedule of payments

It was proposed and

RESOLVED

That the schedule of payments that forms Appendix A to this Minute be approved for payment

c. Report from the Internal Control Councillor

Cllr Kitchener confirmed that a review of the accounts had taken place on 20th May 2020 and everything was satisfactory.

d. To receive the report from the Internal Auditor

The report from the Internal Auditor was received and the contents noted.

e. Approval & adoption of the Accounts and Supporting Statement for the year 2019-20

The Accounts and Supporting Statement shown in Appendix B had been made available to all councillors. It was proposed and

RESOLVED

That the Annual Accounts and Supporting Statement for 2019-20 be approved and adopted.

f. Section 1 of the Annual Governance & Accounts Return for the year 2019-20

The Annual Governance Statement was read out and the Council directed the completion of the responses. It was noted that the Council's responsibilities had been satisfied during the year 2019/20 and duly Minuted. It was proposed and

RESOLVED

That the Chairman should complete and sign the Annual Governance Statement.

g. Section 2 of the Annual Governance & Accounts Return for the year 2019-20

It was proposed and

RESOLVED

That the Council accepts the Accounting Statements 2019-20 as presented by the Responsible Financial Officer and that the Chairman should sign the Accounting Statements on the Annual Governance & Accountability Return.

h. Dates for the exercise of electors rights

It was noted that the period for the exercise of elector's rights to inspect the accounts would be 15th June to 24th July 2020 although if the COVID 19 measures meant that a person could not exercise their rights in this time frame, alternative arrangements would be made.

20.25 PLANNING MATTERS

a. Planning consultations

20/00528/TPO TPO 142 - T1 sycamore - thin out any dense areas of the tree by 5%, reduce the lower half of the tree on side facing the house and garden of number 27 by two to three metres to shape at 26 Hill House Gardens

After consideration of the planning documents it was proposed and

RESOLVED

The Parish Council has reviewed the documents available and does not have a comment to make. The Council will rely on the opinion of the East Northamptonshire Council tree officer.

20/00527/TPO TPO 142 T1 - lime remove crossing branches. Reduce the sides of the tree that face the drive and the house and the house next door number 26 by approximately two metres to shape at 27 Hill House Gardens

After consideration of the planning documents it was proposed and

RESOLVED

The Parish Council has reviewed the documents available and does not have a comment to make. The Council will rely on the opinion of the East Northamptonshire Council tree officer.

20/00516/FUL Retrospective application for a garden timber open sided gazebo for outdoor dining at The Grange 24 Grange Road

After consideration of the planning documents it was proposed and

RESOLVED

The Council does not have comment to make on this application.

20/00585/TPO TPO 142 Box Elder in rear garden of property. Works proposed - crown reduction of one limb, lowest major branch at union with trunk, to reduce loading and lessen risk of failure at the main union of split trunk shear point. Trim back to secondary growth points additional branch endings extending over the house roof. Branches growing over main roof and risk of these contacting roof. Work to be carried out by trained arborist in line with BS 3998:2010. Tree is part of group named A1 on Tree Preservation Order dated 1973 - 0142. at 22 Hill House Gardens

After consideration of the planning documents it was proposed and

RESOLVED

The Parish Council has reviewed the documents available and does not have a comment to make. The Council will rely on the opinion of the East Northamptonshire Council tree officer.

b. Planning decisions made by East Northamptonshire Council

Table to show Planning Consent granted:

Planning reference number	Planning details and address of property that the application relates to
20/00273/PNA	Steel portal framed building at Land Adjacent Higham Road
19/01996/VAR	Variation of condition 13 to allow for revised drawings at Land Adjacent 51 West Street Stanwick
20/00361/TPO	Proposed works to T1 Lime tree at 16 Hill House Gardens
20/00267/FUL	To install first floor French door with balustrade to north elevation for fire egress purposes at 3 Chapel Lane
20/00411/FUL	Single storey rear extension (Retrospective) at 34 East Street

20.26 POLICIES

a. Website Accessibility Statement

It proposed and

RESOLVED

That the Website Accessibility Statement shown in Appendix C be adopted with immediate effect.

b. Accessible Document Policy

It proposed and

RESOLVED

That the Accessible Document Policy shown in Appendix D be adopted with immediate effect.

c. Virtual Meetings Policy

It was proposed and

RESOLVED

That proposed amendments to the policy be adopted with immediate effect.

20.27 LEASE EXTENSION ARRANGEMENTS FOR THE FOOTBALL CLUB

Further to Minute 19.159 and 19.179 and on the basis of information received from the solicitors it was proposed and

RESOLVED

That a new 30 year lease be arranged to replace the existing lease at a cost of £825.00 plus disbursements.

That a clause should be included within the new lease to require the external areas to be maintained in a tidy condition

That the Stanwick Rovers Football Club would be required to pay the Council's legal costs.

That the Council would make a grant towards to project of equivalent value to the Council's legal costs.

20.28 COMMUNITY SAFETY

a. Report from the Joint Action Group

The Police priority continues to be speeding traffic.

b. Current community safety issues

There were none noted.

20.29 GROUNDS MAINTENANCE

a. Inspection of the memorials in the church yard

It was agreed to defer arranging a date until the lock down restrictions had been lifted.

b. Ash tree at the cemetery and quote for felling the tree

The Council was fully briefed on the actions that had been taken with regard to the ash tree on the west boundary. The tree appears to have a heart rot fungal disease and requires felling at the earliest opportunity. An ecologists report has been obtained at a cost of £650.00 and the report has been sent to the tree surgeons. At the time of the meeting only one quote had been received. It was proposed and

RESOLVED

That the Clerk has delegated authority to instruct a contractor within fourteen days of this meeting to fell the tree with the quote that presents best value for the Council.

c. Grounds maintenance consortium meeting 11th March 2020

The Minutes of the meeting were noted.

d. Follow up memorial inspections at the cemetery

Further to Minute 19.157 it was reported that Headstones for 447 (Lines), 570 (Kluczynski), 82 (Craven) and 438 (Freegrove) have been ‘pocketed by Turney Landscapes.

Vegetation has been removed from 324, 302 and 128.

20.30 ALLOTMENTS & COMMUNITY GARDEN

It was noted that all allotments were let with rents received. One plot is not being maintained as the tenant is ‘shielding’ due to COVID 19. It was noted that all allotment tenants would be emailed with the latest guidance from National Society of Allotment and Leisure Gardeners regarding COVOD 149 risk minimising measures.

20.31 LIST OF CORRESPONDENCE

The list that forms Appendix E was received. No other action is required.

20.32 DATE OF THE NEXT SCHEDULED MEETING

The next scheduled meeting will be on 16th July 2020.

Meeting closed at 8.57 pm.

Chairman

Appendix A

Schedule of Payments presented for authorisation at the meeting.

Table 1: Schedule of payments made outside of the meeting (Financial Regulation 6.8)

Cheque no	Payee and reason	Amount
None	None	£0

Table 2: Schedule of cheques presented for authorisation at the meeting

Cheque no	Payee and reason	Amount
000948	S Garrett –Harvey (Mowerman) – work at recreation ground	£1170.00
000949	EcoLine – ecological survey at cemetery re ash tree	£780.00
000950	East Northamptonshire Council - cleansing services April 2020	£13.99
000951	East Northamptonshire Council grounds maintenance April 2020	£1841.00
000952	BHIB Ltd – annual insurance premium	£850.29
000953	Turney Landscapes – works at cemetery	£480.00
000954	Void	
000955	Northants CALC – annual subscriptions	£927.30
000956	Open Spaces Society – annual subscriptions	£45.00
000957	J Hodgson – Zoom pro subscription	£14.39
000958	NSALG – National Allotment Society annual subscription	£66.00

The above payments were approved (signature line) _____ Chairman
 Date signed 21 May 2020

Table 3: For information (Financial Regulation 6.5 & 6.6) automated payments

Date	Method	Payee and reason	Amount
30.04.20	DDM	BT Business	£50.39
03.05.20	STD	Stanwick Village Hall Trust – office rent	£218.00
09.05.20	STD	Local Government Pension Scheme	£472.73
12.05.20	DDM	E-on – street lighting	£16.86
14.05.20	DDM	Wave (Anglian Water) water rates	£5.00

Table 4: Money received since the last meeting:

Date	Where the money was received from	Amount
28.04.20	East Northamptonshire Council - 50% of precept	35772.50
Various	Allotment rents from 5 tenants	£140.00
11.05.20	HMRC VAT refund	£404.73

Note: *The General Power of Competence adopted 19th November 2015*

**Stanwick Parish Council - Supporting Statement for accounts for the year
2019/2020**

Assets

At 31st March 2020 the following assets were held:

Land

Cemetery	1.00
Recreation Ground	1.00
Amenity Area, Spencer Parade	2.00
Mallows Grange	10000.00
Parish Fields	75000.00
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	85004.00

Street furniture

10 Seats	325.00
4 Bus shelters	1264.00
6 Litter bins	44.00
3 Dog waste receptacles	3.00
2 Welcome to Stanwick signs	1480.00
Village Sign (Spencer Parade)	1.00
Jubilee Map (Spencer Parade)	999.00
Speed Indication Device (mobile)	3035.00
Planters x 4 (Spencer Parade)	1490.40
Outdoor notice board (on village hall)	955.00
Street lamps x 5	2003.00
Cemetery Notice Board	601.00
	<hr/>
	12200.40

Recreation Ground

Play equipment at the recreation ground	50000.00
NeXus play equipment	9950.00
Adult fitness equipment	10000.00
4 Football floodlight stanchions	4023.00
	<hr/>
	73973.00

Office Equipment

Furniture and fittings	1036.37
Computer hardware (old laptop)	588.00
Lap top & software (2014 purchase)	615.45
PA System	143.83
Projector & screen	620.83
Display boards x 10	857.60
	<hr/>
	3862.08

General contents/Civic regalia

Chairman's Chain of Office 1185.00

Community Garden

Poly tunnel	946.67
Notice boards	2258.00
Tools	1706.00
Storage container	1795.00
Seating	1303.00
	<u>8008.67</u>
Total value	<u>183048.15</u>

Value of assets stated according to acquisition values recorded in the Asset Register

Borrowings

At the close of business on 31st March, the following loans to the Council were outstanding:

Public Works Loan Board (Parish Fields)	£61323.75	Final payment date
13/07/2059		
Public Works Loan Board (Recreation Ground)	£2589.97	Final payment date
13/07/2027		

Leases

At the year end the following leases were in operation:

Lessee	Purpose	Annual Rent	Year of expiry
Stanwick Rovers Football Club	Land for changing rooms	£1.00. Paid as a commuted sum 05/06/2020 (£25.00)	2026
Stanwick Bowls Club	Land for bowling green & club house	£40.00	2026
East Midland Electricity	Land on The Avenue for substation	£10.00. Paid as a commuted sum in 1999. Lease arranged by Raunds Town Council	2041

The Council leases a room for office space in Stanwick Village Hall on an annual lease to be the Parish Office.

Debts Outstanding

At the year-end debts of £426.19 were outstanding and due to the council. The age of these debts were:

Less than three months old: HMRC for £426.19 and was received on 7th April 2020.

Capital Reserves

Capital Reserves are used to hold funds for specific capital projects. As the account attracts an interest rate, this account is also used to hold General Reserves that are not required for immediate access.

Reserve balances at 31st March 2020:

Traffic calming	2765.00
Cemetery fund	39378.00
Recreation Ground Fund	4066.00
Election Fund	2500.98
Parish Fields	2007.96
Church wall fund	1500.00
General Reserve	<u>24439.09</u>
	<u>£76560.00</u>

Tenancies

The Council does not hold a tenancy on any property.

The Council issued tenancies on 26 allotments in 2015. As at 31st March 2020, 26 allotments were let.

Agreements

The Parish Council has entered into the following Agreements:

Management Agreement for Stanwick Pocket Park. Stanwick Pocket Park Group have a 25 year management agreement for the site until 2037.

Agreement to permit Stanwick Races Group to site a storage container at Parish Fields. Ten year agreement commenced February 2016 for ten years. A commuted sum for rent was paid in February 2016.

A user agreement between the Parish Council and the Community Garden Group was entered into in April 2016 for ten years. A commuted sum for the rent was paid in April 2016.

S.137 Payments

None.

Note: General Power of Competence adopted 19th November 2015.

Agency work

During the year the Council undertook the following Agency work on behalf of other authorities:

For Northamptonshire County Council	Maintenance of grass verges	£405.38
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This sum was received on 4th February 2020 from Northamptonshire County Council.

Advertising and Publicity

The following costs for advertising and publicity were incurred during the year:

£40.00	Delivery costs of Council Annual Newsletters & flyers
£243.00	Printing of Newsletters & Stanwick Showcase flyers
£119.00	Printing of 2020 newsletter
<u>£40.00</u>	Delivery of 2020 newsletter
£442.00	

Race Relations (Amendment) Act 2000

In recognition of the Parish Council's responsibility under the Employers Duty of the Race Relations (Amendment) Act 2000 the Parish Council publishes the fact that the Council has one employee of White – British origin.

Accessibility statement for the website of [Stanwick Parish Council](#)

This website is run by Stanwick Parish Council. We want as many people as possible to be able to use this website. For example, that means you should be able to:

- Increase, decrease or reset font sizes
- zoom in up to 300% without the text spilling off the screen
- navigate most of the website using just a keyboard
- change contrast colours based upon W3C standards and reset as needed
- navigate most of the website using speech recognition software where you have this type of software on your device
- listen to most of the website using a screen reader (including the most recent versions of JAWS, NVDA and VoiceOver) where you have this type of software on your device

We've also made the website text as simple as possible to understand. We have commissioned a new website to make information about the Parish Council more accessible. This website became available in March 2020.

[AbilityNet](#) has advice on making your device easier to use if you have a disability.

How accessible this website is

We know some parts of this website are not fully accessible:

- the text will not reflow in a single column when you change the size of the browser window
- you cannot modify the line height or spacing of text
- most older PDF documents may not be fully accessible to screen reader software
- you cannot skip to the main content when using a screen reader
- there's a limit to how far you can magnify the map on our 'contact us' page

What to do if you cannot access parts of this website

If you need information on this website in a different format

- email clerk.stanwickpc@outlook.com
- call 01933 625616

We'll consider your request and get back to you in 5 days.

Reporting accessibility problems with this website

We're always looking to improve the accessibility of this website. If you find any problems not listed on this page or think we're not meeting accessibility requirements, contact:

Ms J Hodgson Clerk to the Council

Email clerk.stanwickpc@outlook.com

Call 01933 625616

Enforcement procedure

The Equality and Human Rights Commission (EHRC) is responsible for enforcing the Public Sector Bodies (Websites and Mobile Applications) (No. 2) Accessibility Regulations 2018 (the 'accessibility regulations'). If you're not happy with how we respond to your complaint, [contact the Equality Advisory and Support Service \(EASS\)](#).

Contacting us by phone or visiting us in person

Find out how to contact us on this website by using the [contact page](#)

Technical information about this website's accessibility

Stanwick Parish Council is committed to making its website accessible, in accordance with the Public Sector Bodies (Websites and Mobile Applications) (No. 2) Accessibility Regulations 2018.

This website is partially compliant with the [Web Content Accessibility Guidelines version 2.1](#) AA standard, due to the non-compliances listed below.

Non accessible content

The content listed below is non-accessible for the following reasons.

Non-compliance with the accessibility regulations

Some images do not have a text alternative, so people using a screen reader cannot access the information. This fails WCAG 2.1 success criterion 1.1.1 (non-text content).

Our web host does not allow for text alternatives on the gallery slide show.

When we publish new content we'll make sure our use of images meets accessibility standards.

Third party content that is under somebody else's control is exempt from the accessibility regulations. On our website this will include documents such as the Annual Governance and Accountability Return, newsletters and other information or documents prepared by another organisations that we are either legally required to display or that we choose to include on our website to share information with the wider public.

Disproportionate burden

The Parish Council does not provide any services specifically for disabled users for example, 'apply for Blue Badges', and does not provide any services that enable individuals to participate in society, like 'register to vote' or 'find a job'.

The Parish Council has made an assessment and determined that it would be a disproportionate burden to ‘fix’ the following non-compliance issues.

Navigation and accessing information

There’s no way to skip the repeated content in the page header (for example, a ‘skip to main content’ option). This fails WCAG 2.1 success criterion 2.4.1 (bypass blocks).

Interactive tools and transactions

We’ve assessed the cost of fixing the issues with navigation and accessing information, and with interactive tools and transactions. We believe that doing so now would be a [disproportionate burden](#) within the meaning of the accessibility regulations.

Content that’s not within the scope of the accessibility regulations

PDFs and other documents

Many of our older PDFs and Word documents do not meet accessibility standards - for example, they may not be structured so they’re accessible to a screen reader. This does not meet WCAG 2.1 success criterion 4.1.2.

Some of our PDFs and Word documents are essential to providing our services. For example, we have PDFs with information on how users can access our services for downloading and completing as necessary. By September 2020, we plan to ensure that our documents are accessible.

The accessibility regulations [do not require us to fix PDFs or other documents published before 23 September 2018](#) if they’re not essential to providing our services. For example, we do not plan to fix historical copies of Minutes, agendas and other meeting papers, accounting documents and documents created by other organisations that are shared on our website for public information.

Any new PDFs or Word documents we publish that the Parish Council has created will meet accessibility standards.

How we tested this website

This website was last tested on 31st March 2020. The test was carried out by ourselves.

We tested:

- our main website platform namely, <https://www.stanwickparishcouncil.org.uk>

This statement was prepared on [date when it was first published]. It was last updated on [date when it was last updated].

This statement will be reviewed annually

Version	Date adopted	Minute ref	Reviewed
1			

Stanwick Parish Council

Accessible Document Policy

This policy explains how accessible the documents Stanwick Parish Council publishes on stanwickparishcouncil.org.uk are.

Using our documents

Stanwick Parish Council can publish documents in a range of formats but primarily uses pdf.

We want as many people as possible to be able to use those documents. For example, when we produce a document we make sure to:

- provide a pdf as all browsers can display and download it, they are small and so make accessibility over slow service offerings possible and Acrobat reader is free of charge
- tag headings and other parts of the document properly, so screen readers can understand the page structure
- make sure we include alt text alongside non-decorative images, so people who cannot see them understand what they're there for
- avoid using tables, except when we're presenting data
- write in plain English

How accessible our documents are

New documents we publish and documents you need to download should be fully accessible. We do not offer any services requiring an online submission.

However, we know that some of our older documents (published before 23 September 2018) are not accessible. For example, some of them:

- are just scans of documents and are not marked up in a way that allows screen reader users to understand them
- are not tagged up properly - for example, they do not contain proper headings
- are not written in plain English

This mostly applies to our external audit and accounting documents that have been issued by another organisation and to documents in office file formats, such as Microsoft Office, that are presented as PDF files. These types of documents are exempt from the [regulations](#), so we do not currently have any plans to make them accessible.

But if you need to access information in one of these document types, you can contact us and ask for an alternative format.

What to do if you cannot use one of our documents

If you need a document we've published in a different format:

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call 01933 625616

We'll consider the request and get back to you in 5 days.

Reporting accessibility problems with one of our documents

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Ms J Hodgson, Clerk to the Council

Email: Clerk.stanwickpc@outlook.com

Call: 01933 625616

Enforcement procedure

The Equality and Human Rights Commission (EHRC) is responsible for enforcing the Public Sector Bodies (Websites and Mobile Applications) (No. 2) Accessibility Regulations 2018 (the 'accessibility regulations'). If you're not happy with how we respond to your complaint, contact the Equality Advisory and Support Service (EASS).

Technical information about the accessibility of our documents

Stanwick Parish Council is committed to making our documents accessible, in accordance with the Public Sector Bodies (Websites and Mobile Applications) (No. 2) Accessibility Regulations 2018.

The documents Stanwick Parish Council publishes are fully compliant with the [Web Content Accessibility Guidelines version 2.1](#) AA standard.

Content that's not within the scope of the accessibility regulations

Many of our older PDFs and Word documents may not meet accessibility standards - for example, they may not be structured so they're accessible to a screen reader. This does not meet WCAG 2.1 success criterion 4.1.2.

The accessibility regulations do not require us to fix PDFs or other documents published before 23 September 2018 if they're not essential to providing our services. For example, we do not plan to fix Minutes, agendas and associated reports, accounting documents and other forms of historical information.

Any new PDFs or Word documents we publish will meet accessibility standards.

The accessibility regulations do not require us to fix third party content that's under someone else's control as we did not pay for it or develop it. For example, newsletters, information or guidance prepared by other organisations that we include on our website to share the information with the wider public.

How we tested our documents

We last tested a sample of our documents on [date]. The test was carried out by ourselves.

We tested:

Policy documents

Agenda documents

Minutes

All new documents are created with the Microsoft Accessibility checker running in tandem to ensure that all new documents meet Accessibility Standards. These documents are converted to pdf format before uploading to the website. A random selection are tested using the Adobe 'Read Out Loud' tool.

What we're doing to improve accessibility

Policy documents, downloadable forms and information documents created before September 2018 and are held on our website are being checked for compliance and replaced with a more accessible version if required.

This page was prepared on [\[date when it was first published\]](#). It was last updated on [\[date when it was last updated\]](#).

Version	Date adopted	Minute ref	Reviewed
1			

List of correspondence received

1. Email: Northants CALC Friday mini eUpdate - 20/03/2020 (circulated to councillors)
2. Email: Northants Highways weekly works programme
3. Email: Northants CALC weekly COVID 19 briefing (circulated to councillors)
4. Email: Northants CALC Friday mini eUpdate - 27/03/2020 (circulated to councillors)
5. Email: East Northamptonshire Council Annual meeting agenda & papers
6. Email: CPRE Ideas to stay connected with the countryside
7. Email: Northants Highways weekly works programme
8. Email: Northants CALC eUpdate - Mar/Apr 2020
9. Email: East Northamptonshire Council press release re: funding for businesses
10. Email: Press release for launch of #Northants Together (circulated to councillors)
11. Email: Northants CALC weekly COVID 19 briefing 3 (circulated to councillors)
12. Email: ENC news – press release re garden waste disposal
13. Email: COVID19 Northants Community Resilience update 07.04.2020 (circulated to councillors)
14. Email: Northamptonshire ACRE - Parish Council, April E-bulletin (circulated to councillors)
15. Email: Active Places newsletter April 2020
16. Email: Northants Highways weekly works programme
17. Email: Macmillan Cancer Support news letter
18. Email: COVID19 Northants Community Resilience update 10.04.2020 (circulated to councillors)
19. Email: COVID19 Northants Community Resilience update (4) 15.04.2020 (circulated to councillors)
20. Email: Northants CALC weekly COVID 19 briefing 4 (circulated to councillors)
21. Email: East Northamptonshire Council press release re: Interim arrangements for North and West Northamptonshire shadow councils agreed by Government (circulated to councillors)
22. Email: Northants CALC Friday mini eUpdate - 17/04/20 (circulated to councillors)
23. Email: Northants Highways weekly works programme
24. Email: COVID19 Northants Community Resilience update (5) 21.04.2020 (circulated to councillors)
25. Email: ENC news – press release re Council supports over 900 businesses with £10m in grants
26. Email: Northants CALC weekly COVID 19 briefing 5 (circulated to councillors)
27. Email: Northants CALC training newsletter (circulated to councillors)
28. Email: COVID19 Northants Community Resilience update 24.04.2020 (circulated to councillors)
29. Email: Northants CALC Friday mini eUpdate - 24/04/20 (circulated to councillors)
30. Email: Northants Highways weekly works programme
31. Email: COVID19 Northants Community Resilience update 29.04.2020 (circulated to councillors)
32. Email: Northants CALC weekly COVID 19 briefing 6 (circulated to councillors)
33. Email: Northants Highways weekly works programme

34. Email: COVID19 Northants Community Resilience update 01.05.2020 (circulated to councillors)
35. Email: Active Places newsletter
36. Email: Northants CALC Friday mini eUpdate - 01/05/20 (circulated to councillors)
37. Email: Northants Highways weekly works programme
38. Email: NACRE: Retail, Hospitality and Leisure Grants & other help for community organisations
39. Email: ENC Annual Council meeting details
40. Email: Open Spaces Society – changes to AGM arrangements
41. Email: Northants Together newsletter 4/05/2020
42. Email: latest news from Information Commissioners Office
43. Email: Northants CALC Thursday mini eUpdate - 07/05/20 (circulated to councillors)
44. Email: Voluntary Impact Northamptonshire Friday Bulletin 07/05/20
45. Email: Northants Highways weekly works programme
46. Email: Northants Together newsletter 11/05/2020 (circulated to councillors)
47. Email: Community Resilience update 11.05.2020 (circulated to councillors)
48. Email: OPFCC Newsletter May 2020
49. Email: encnews: briefing note for Members - NCC Parks Coronavirus control measures 13.5.20
50. Email: encnews: Future Northants media release - plans to create two unitary councils undergo major redesign (circulated to councillors)
51. Email: May's news from Northamptonshire County Council (circulated to councillors)
52. Email: encnews: Council Leader re-elected during virtual meeting
53. Email: Community Resilience update 14.05.2020 (circulated to councillors)