

ALDINGBOURNE PARISH COUNCIL

Clerk Mrs Lindy Nash FCCA
64 Worcester Road, Chichester,
West Sussex, PO19 5EB.
Tel 07523 243068

NOTICE OF MEETING AND AGENDA

Your attendance is requested at the Meeting of the Parish Council to be held in the Community Centre, Olivers Meadow commencing at 7.00 p.m. on Tuesday 1st October 2019

A G E N D A

1. Apologies for absence.
2. Other items for discussion (not on Agenda but considered by the Chairman to be of an urgent nature)
3. Declarations under the Code of Conduct – *Members are reminded that they are required to make a declaration in relation to any item on this Agenda in which they may have an interest.*
4. Public Session – The public may address the Council on any matter relevant to the business of the Council.

This item is to include consideration of the repositioning of the bus stop on Westergate Lane (in connection with the Barratt Homes housing development on Hook Lane) and a request by a resident that there be a bus stop at the new location, rather than a repositioning of the shelter.
5. Confirmation of Minutes (*Copies available at www.aldingbourne.arun.gov.uk*)
 - i) Planning Committee meeting held on – 10th September 2019 (for information only – to be formally adopted at the next Planning meeting on 8th October 2019)
 - ii) Council Meeting held on – 3rd September 2019
6. Reports from County and District Councillors.
7. Finance and Business Planning Update – report to follow.
8. Adoption of APC Accessibility Statement (as required by recent legislation) – see attached Appendix A
9. Reports and Recommendations from Working Parties:

- i) Footpaths Working Group
- ii) Communications Working Group – Facebook Usage Update Report – see attached Appendix B
- iii) Allotments Working Group
- iv) Village Signs Working Group
- v) ADALC

*Correspondence received for action or comment including items circulated for information only. *(Items of correspondence must be received by the Clerk for inclusion at least 1 week before the meeting).*

10. Clerks Update – For Information - to include:

- Postponement of Annual Forum meeting by ADC
- Progress with installation of Office 365/Sharepoint
- Motion by ADC Councillors regarding climate change and the implications for large scale development on the coastal plain
- Public Consultation on Public Spaces Protection Order
- Public Consultation on electric vehicle infrastructure in West Sussex
- Invite to Joint Western Area Highways and Transport Sub Group meeting on 22.10.19

11. Finance – Approval of accounts for payment as listed below:

PAYEE	DETAIL	AMOUNT (£)
L Nash	Monthly Pay (£1058.68) + Printer Cartridge Costs (£259.20)	1317.88
Process Matters2	Neighbourhood Plan (£200) + Web Site Maintenance (£120)	320.00
Adams Hendry	Gypsy and Traveller + Hook Lane Advice	1596.00
Fandango Digital	Maintenance fees re Twitter A/C NB: Replacement cheque for £294 also to be sent as last month's payment was lost in post.	144.00
JNR Computers	Annual IT Support + Office 365 licences	2013.12
Bersted Parish Council	August Training Sessions on Planning and Data Protection/Sharepoint	80.00
ACSC	Room Hire Fees, including those updaid since 2017 which have come to light following recent investigations	373.00
TOTAL		5844.00

Report to : **Aldingbourne Parish Council**

Title of Report : **The Public Sector Bodies (websites and mobile applications) (No.2) Accessibility Regulations 2018**

Purpose of Report : **Introduction to new accessibility statement**

Date of Report : **September 2019**

1. Background

The Public Sector Bodies (websites and mobile applications) (No.2) Accessibility Regulations 2018 (“the 2018 Regulations”) came into force on 23 September 2018.

The purpose of the 2018 Regulations is to improve the accessibility of public sector websites/mobile applications so that they can be used by as many people as possible. They build on existing obligations to disabled people under the Equality Act 2010 and the duty to make reasonable adjustments for disabled people.

2. Accessibility requirement

Regulation 6 of the 2018 Regulations provides that subject to exemptions contained in Regulation 7 (see below) public sector bodies must comply with the accessibility requirement. This is defined as a requirement to make a website or mobile application accessible by making it perceivable, operable, understandable and robust. This can be done by meeting accessibility standards, that is, it complies with the International WC AG 2.1 AA accessibility standard.

As per Regulation 7 (1) of the 2018 Regulations a council is not required to comply with the accessibility requirement if doing so would impose a disproportionate burden on the council. The council seeking to rely on this exemption must perform a disproportionate burden assessment of the extent to which compliance with the accessibility requirement imposes a disproportionate burden.

In undertaking a disproportionate burden assessment, the council must take account of relevant circumstances including (a) the size, resources and nature of the council and (b) the estimated costs and benefits for the council in relation to the estimated benefits for persons with disabilities, taking into account the frequency and duration of use of the specific website / mobile application.

Things like lack of time or knowledge cannot be taken into account.

If following the assessment, the council determines that compliance with the accessibility requirements would impose a disproportionate burden, they must explain in an accessibility statement the parts of the accessibility requirements that could not be complied with and, where appropriate, provide accessible alternatives to documents it holds that are not available on its website/mobile application.

3. Accessibility statement

In addition to complying with the accessibility requirement, a council not seeking to rely on the disproportionate burden exemption must provide an accessibility statement and keep that statement under regular review. For a website, the accessibility statement must be provided in an accessible format and published on the council's website. For mobile applications, the accessibility statement must be provided in accessible format; and available on the councils website or alongside other information available when downloading the mobile application.

4. Providing an accessible alternative format upon request

The council is also required to provide information in another format if someone requested where it's reasonable to do so.

5. Issues for the Parish Council

As the website is relatively new it was built using the most up to date software and therefore complies in most of the technical aspects set out in the WCAG 2.1 AA accessibility standard. Work is ongoing to improve the areas, such as image tags, that do not currently meet the standards.

6. Recommendation

An accessibility statement has been produced for Aldingbourne Parish Council (attached) and it is recommended that it be adopted and published on the website.

Accessibility statement for Aldingbourne Parish Council

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

- change colours, contrast levels and fonts
- zoom in up to 300% without the text spilling off the screen
- navigate most of the site using just a keyboard
- navigate most of the website using speech recognition software
- listen to most of the website using the screen reader

We have also made the website text as simple as possible to understand.

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:

- you cannot modify the line height or spacing of text
- some older PDF documents are not fully accessible to screen reader software unless they are downloaded from the site

What to do if you cannot access parts of this website

If you need information on this website in a different format like accessible PDF, large print, easy read, audio recording or braille:

- email aldingbourneparishcouncil@gmail.com
- call 07523 243068

We will do our best to respond within three working days.

If you cannot view our map on our 'contact us' page, call or email us and we will provide directions.

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 aldingbourneparishcouncil@gmail.com

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 this websites accessibility

Aldingbourne Parish Council is committed to making its website accessible, in accordance with 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 issues with the naming of image files which we intend to remedy and some pdfs not being readable within the browser window.

How we tested this site

This website was tested in August 2019 using online testing software. Our approach was to review all image tags and to test the main textual pages for use with the adaptive and assistive technology readily available on a normal PC.

Aldingbourne Parish Council

Social Media Review 1st July - 22nd August 2019

Facebook

	July 1 st - Aug 22 nd
Page Followers	24
Page Likes	20
Page Views	19
Posts	25
Post Engagements	35
Post Reach	29
Post Engagements	35

Page Followers - People who have chosen to follow your page and receive updates every time you post.

Page Likes - People who support your page and like content.

Page Views - Number of times your Facebook profile has been viewed by people, including people who are logged into Facebook and those who aren't.

Post Reach - Number of unique people who saw your Facebook posts.

Post Engagements - When people perform actions on your Page. They may like your post, click on a link or comment on an image, for example.

Top Performing Posts

Published	Post	Type	Targeting	Reach	Engagement
17/08/2019 19:57	Did you know that Aldingbourne Trust has its own charity shop in			12	25%
17/08/2019 19:26	Do you want to contact our MP? The Member for Arundel and the			10	30%
17/08/2019 19:10	Aldingbourne has a rich history! The Black Plague of 1348 - and			16	38%
11/08/2019 21:20	A great way to spend next Saturday evening!			9	11%