Tollesbury Parish Council

Notice is hereby given that the virtual Meeting of **TOLLESBURY PARISH COUNCIL** will be held on Tuesday 6th April 2021, via Zoom commencing at 7.30 pm, to which members of the Council are summoned for the transaction of the under-mentioned business.

M. Curtis

Michelle Curtis – Clerk to the Council   30th March 2021

Councillors: S Plater (Chairman), T Lowther (Vice-Chairman), M Bell, V Chambers,
R Clare, R Cole, S Hawes, R Lankester, S Legg, J Rogers, A St Joseph

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THE PRESS AND PUBLIC ARE CORDIALLY INVITED TO ATTEND
Photographing, recording, broadcasting or transmitting the proceedings of a meeting by any means is permitted however the privacy of (i) persons who object to the same and (ii) children and vulnerable adults must be respected by anonymising the identities of such.

The meeting is virtual and is being held via Zoom. If you wish to attend the meeting, please contact the Clerk who will email you the joining information.

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1. **Apologies for Absence**
   To receive apologies for absence.

2. **Declaration of Interest**
   Members are reminded that they are required to declare any Disclosable Pecuniary Interests, Other Pecuniary Interests and Non-Pecuniary Interests which they know they might have in items of business on the agenda. They are reminded that they will need to repeat their declarations at the appropriate point in the meeting and leave the room if required under the Code of Conduct. Unforeseen interests must be declared similarly at the appropriate time.

3. **Public Forum**
   Members of the public will be given an opportunity to put forward their question(s) or statement to the Council.   The Chairman will at his discretion then decide if he is able to answer the question(s) or proposes to put the item on the agenda for the next meeting.

4. **County Councillor and District Councillors**
   To receive information from the County Councillor and District Councillors

5. **Tollesbury – COVID-19**
   To receive an update from Cllr Clare on Tollesbury Volunteers

6. **Minutes**
   To receive and approve the Minutes of the Meeting held on 2nd March 2021 #

7. **Finance**
   7.1 To receive and approve the Monthly Financial Report as at the 31st March 2021 #
   7.2 To ratify expenditure for the additional works required to the Sluice Gate/Flap. *
   7.3 To receive and approve the Payments #

8. **Recreation Ground**
   8.1 To receive an update from the Recreation Ground Committee
   8.2 To receive the Monthly Inspection Report #

9. **Environment & Amenity (Allotments, Burial Ground, Hasler Green, Woodrolfe Green, Streetlight, Dog/Litter Bins, Highways, Footpaths)**
   9.1 To receive an update from the Environment and Amenity Committee.

10. **Woodrolfe Hard**
    10.1 To receive the Draft Minutes of the Woodrolfe Hard committee meeting held on 23rd March 2021. #
    10.2 To approve the amended Rules and Regulations for Woodrolfe Hard. #

11. **Woodup Pool**
    11.1 To receive an update from the Woodup Pool Committee
    11.2 To receive a letter from Maldon District Council regarding Woodup Pool water sampling *

12. **Neighbourhood Plan**
    To receive an update on the Neighbourhood Plan

13. **Youth Working Group**
    To receive an update from the Youth Working Group

14. **Remote Meetings**
    To receive Chief Executive Bulletin regarding the Government announcement that remote meeting powers not being extended *

15. **Asset Register 2020/21**
    To review the Asset Register. #

16. **Risk Assessment and Management Document**
    To review the Risk Assessment and Management. *

17. **Annual Assembly**
    To agree on a date for the Annual Parish Assembly

18. **Website Audit**
    18.1 To receive and discuss the Parish Council Website Audit Report from Andrew Gilbert *
    18.2 To receive Website Accessibility Report and costings from Phelan Barker *

19. **Police/Community Protection Officers (CPO)**
    19.1 To receive the Police Reports (confidential) and discuss policing matters within the village to feedback to Essex Police
    19.2 To receive the CPO Reports for February 2021 *

20. **Administration**
    To receive information from the Clerk – update on current and ongoing matters.

21. **Community Concerns**
    To receive information only or note future agenda items.

22. **Dates of the Next Meetings**
    Tuesday 13th April 2021 – Extra-Ordinary Meeting - Planning Only - 7.30 pm

    Tuesday 4th May 2021 – Annual Statutory Meeting - 7.30 pm
    Agenda items for consideration at the Full Council Meeting to be sent to the Clerk by Monday, 26th April 2021, at the latest.

    Tuesday 11th May 2021 – Full Council Meeting - 7.30 pm
    Agenda items for consideration at the Full Council Meeting to be sent to the Clerk by Monday, 3rd May 2021, at the latest.

*Key: * = attached - # to follow*

Clerk: Michelle Curtis
Address: 4 Valkyrie Close, Tollesbury, Essex CM9 8SL
Telephone: 01621 869039. **Email:** tollesburypc@btinternet.com
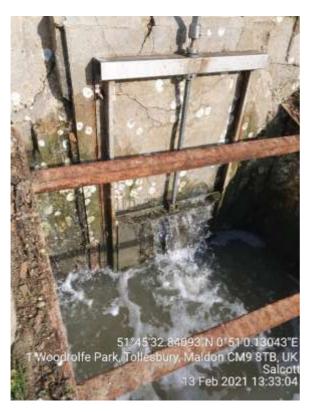
TOLLESBURY
PARISH
COUNCIL

WOODUP POOL

Following the Parish Council meeting on Tuesday 2nd March 2021, the Chairman, Cllr Lowther and the Parish Clerk had a meeting with Ben Parmenter, who is working with Gary from Gamart Engineering, to discuss the work on the Sluice Gate.

At the meeting, Ben clarified that the additional work to the Flap has to take place before the poolside Sluice Gate can be completed.

Ben advised that Gary and himself had carried out an inspection of the Sluice Gate and checked the flap valve for closing. It appeared to be seating correctly when the hinge was moved. The picture below was taken on the rising tide and then at high water. Initially, it would appear the flap valve area is leaking significantly. Video footage also sent.

This image shows the view of the Sluice Gate with water leaking which is due to the flap not working correctly.

Ben had carried out further investigation and took the opportunity to ride a skateboard down the pipe from the Salt Pool Sluice Gate to the flap valve, video footage sent, and reported the following:

1.   The 600mm pipe appears to be steel or ductile iron, intact & in good condition.
2. Inside the pipe there's growth of oysters and barnacles, this does not effect the service.
3. Inspecting the flap valve the seating metal of the flap is in very poor condition with the bearing metal (bronze, tbc) strips delaminated from the main body of metal.

Ben suggested a service of the flap and suggested the following:

1. Removing creek side grate, it appears to be very poor condition. High risk of additional repair cost.
2. The condition of the flap valve hinges are unknown, removal may damage these.
3. On removal of the flap, refurbishment may not be possible but this will not be confirmed until inspected in the factory.

Gamart Engineering has provided a quotation for works to the flap (see attached).

Ben recommends proceeding with Option 1 which would cost £1,400 + VAT.

On this basis and considering our desire to get it all completed in time for the season, we have agreed to go ahead with the works to the Flap (Option 1 of the quotation) costing £1,400 + VAT.

TO:	Tollesbury Parish Council	**ATTN:**	Michelle
DATE:	February 24, 2021	**FROM:**	Gary Frost
E-mail:-	tollesburypc@btinternet.com	**N°. PAGES**	One

MESSAGE:

With reference to your recent enquiry we have pleasure in quoting as follows: -

Option 1
- Remove grill sea side of flap valve
- Remove flap valve, clean up and re-fix brass seating flange
- Check and replace valve pins if needed
- Re-install flap valve
- Replace new galvanised grill and frame work
- Replace new chain which holds flap valve open

@ **£1,400.00**

Please note if hinges break when removing flap valve we cannot be held responsible

Option 2
- To supply & install 1 off inflatable stopper to go into pipe rather than have sluice flap repaired

@ **£910.00**

TERMS: Nett Monthly Account
CARRIAGE: Included in quotation

Please note: - Due to market instability and the occasional difficulty in obtaining steel we may not be able to guarantee specific delivery dates or hold quotations firm longer than seven days, from today's date.

The above quotation is subject to VAT at the rate prevailing at the time of invoicing.

We look forward to hearing from you in the near future.

.

Regards,

Gary Frost

24th March 2021

Mrs. M. Curtis
Clerk to the Tollesbury Parish Council
4 Valkyrie Close,
Tollesbury,
Maldon,
Essex
CM9 8SL

Enquiries to Hannah Wheatley
Email: Hannah.wheately@maldon.gov.uk

Dear Mrs Curtis,

Water Sampling - Woodup Pool, Tollesbury

Following the meeting on 19th May 2020 with members of Tollesbury Parish Council, the Director of Service Delivery and the Specialist Services Manager reviewed the Council's resources and re-considered its position in relation to the water sampling of Woodup Pool, Tollesbury. At that time, the Parish Council was informed that Maldon District Council would pay for the sampling analysis until October 2020. However, with the second spike in infection rates and subsequent lockdown, Woodup Pool remained closed. The Council recognises no sampling was required for the period of April 2020 to March 2021 and therefore no costs were incurred.

In light of the above, the decision has been made that Maldon District Council will meet the cost of Water Sampling at Woodup Pool from April 2021 to September 2021 (inclusive). This will be a total of 12 samples.

Moving forward, Maldon District Council wishes to inform you that the sampling at Woodup Pool will not be funded by the authority past September 2021, due largely to the significant financial impact from the pandemic. Should Tollesbury Parish Council wish to continue to have water sampling completed from April 2022, the Parish Council will need to make arrangements to meet that financial obligation.

If you are or intend operating the pool during the coronavirus pandemic, you will need to ensure that a Covid secure risk assessment is undertaken. Safety controls will need to be in place to mitigate the risk of coronavirus transmission. Guidance can be found on the government website, see https://www.gov.uk/guidance/working-safely-during-coronavirus-covid-19/providers-of-grassroots-sport-and-gym-leisure-facilities

In the meantime, if you have any questions or wish to discuss this matter further, please contact me at the Council.

Yours sincerely

Philip Closs
Shellfish Sampling officer
Maldon District Council

pp. Hannah Wheatley
Specialist Services Manager

nalc

Chief executive's bulletin

Government announces remote meeting powers not being extended

Robert Jenrick MP, secretary of state at the Ministry for Housing, Communities and Local Government (MHCLG), has written to council leaders about remote meetings to confirm the government will not bring forward emergency legislation on this issue at this time. Our chairman, Cllr Sue Baxter, has **responded** to express her disappointment, as has the Local Government Association (LGA) in their **statement**. The government has also **updated the guidance on the safe use of council buildings** – also disappointing that we were not involved or consulted; we will be working with county officers to assess the new guidance, provide feedback to the government and give further advice on where we can. A 12-week **call for evidence** about how remote meetings have been used has also been published and I want to strongly urge all local councils and county associations to respond! As part of our lobbying, we are pleased to be supporting the application by Hertfordshire County Council, Lawyers in Local Government and Association of Democratic Services Officers to the court for a declaration. This will continue despite the government's decision and is expected to be determined before the end of April. You can read more on all of this in our news story **here**.

AP GILBERT – 98 Mell Road, Tollesbury, Essex CM9 8SR – 01621 868454

The Clerk
Tollesbury Parish Council
4 Valkyrie Close,
Tollesbury,
Essex. CM9 8SL

28th February 2021

Dear Michelle,

Please find attached my report on the accessibility of the Parish Council website as requested.

Kind regards

Andrew Gilbert

Introduction

Concerns had been raised whether the new Tollesbury Parish Council website meets the required accessibility standards set out in The Public Sector Bodies (Websites and Mobile Applications) (No.2) Accessibility Regulations 2018. I have carried out an audit of the website utilising various tools including AXE, WAVE, Lighthouse, accessibility test tools, that informs whether each page tested meets the WCAG2.1 standard, or not.

Other aspects that have been reviewed are the Terms and Conditions, Privacy Policy and contact process.

Testing & Results

When testing for accessibility during February there were 383 pages that could be accessed and tested.

Each issue found is categorised as either critical, serious, moderate, minor or review.

There was a total of 20518 issues found across the 383 pages, broken down as follows:

	Total Issues	Critical	Serious	Moderate	Minor	Review
All pages	20518	856	3590	12605	18	3449
Avg. Per page	54	2	9	33	>1	9

Other items/features of the website that were investigated:

- Search function
- Contact form
- Cookie Notice
- Privacy Policy
- Terms and Conditions
- Site Map

The Search function doesn't work. The link in the top right hand corner of each page takes the user to https://www.tollesburyparishcouncil.gov.uk/search/ but there is no search functionality.

The Contact page (https://www.tollesburyparishcouncil.gov.uk/contact/) contains useful information for contacting the Parish Council, however the map relies on the user accepting a marketing Cookie(s). I have checked with the Clerk and enquiries via the contact form are minimal. Contact forms can be security risk, if a visitor to the website wishes to make contact there are plenty of ways indicated on the contact page as to how to do that.

If the marketing cookies aren't used then I suggest they are removed from the map. If they are used I would question for what purpose. Placing a cookie at this level only creates a barrier for the visitor.

The Cookie Notice when first visiting the site prompts the user the 'Read more', and when clicking that link displays the Privacy Policy (https://www.tollesburyparishcouncil.gov.uk/privacy-policy/). This policy doesn't mention cookies at all.

The Terms and Conditions page (https://www.tollesburyparishcouncil.gov.uk/terms-data-protection/) uses the 'slug' terms-data-protection, nowhere in the text of the terms and conditions is data protection mentioned. I suggest changing the slug/url for this page to 'terms-conditions'.

The Site Map (https://www.tollesburyparishcouncil.gov.uk/site-map/) contains links to pages that contain no information, are templates or not relevant, for example Feedback, Events template, Organizer template, Venue template, Site map. There is no need for these files to appear in the site map and they should be excluded.

Next Steps

Critical Issues

All critical issues found must be addressed and fixed. The majority of these issues can be fixed by amending the WordPress template used for the website or by adding alternate text to images.

Most pages contain the following critical errors:

1. Buttons must have discernible text
2. Images must have alternate text

Item 1 example

Element location

```
#menu-toggle
```

Element source

```
<button id="menu-toggle" class="menu-toggle"><!--<span class="menu-text">Menu</span>--><i class="fas fa-bars"></i><i class="fas fa-times"></i></button>
```

Item 2 example

Element location

```
#custom_html-11 > .custom-html-widget.textwidget > .no-gutters.row > .col-md-4.col-12 > img
```

Element source

```
<img src="/wp/wp-content/uploads/2020/03/TPC-Defib-Sailing-Club.jpg">
```

Serious Issues

All serious issues found should be addressed and fixed. The majority of these issues can be fixed by amending the WordPress template used for the website or by adding text to links.

Most pages contain the following serious errors:

1. ARIA hidden element must not contain focusable elements
2. Elements must have sufficient colour contrast
3. Links must have discernible text

Item 1 example

Element location

```
iframe[width="\32 56"] .rc-anchor-normal-footer
```

Item 2 example

Element location

```
.sbi_follow_btn > a[rel="noopener\ nofollow"][target="_blank"]
```

Element source

```
<a href="https://www.instagram.com/tollesburypc/" target="_blank" rel="noopener nofollow">
```

Item 3 example

Element location

```
.header-social > .facebook-link[target="_blank"]
```

Element source

```
<a href="https://www.facebook.com/Tollesbury-Parish-Council-390555034318632/" target="_blank" class="facebook-link"><!--<img src="/wordpress/wp-content/themes/geraghty/images/facebook.svg" />--><i class="fab fa-facebook-f"></i></a>
```

Moderate Issues

All moderate issues could be addressed and fixed. The majority of these issues can be fixed by amending the WordPress template used for the website or by addressing landmarks.

1. Heading levels should only increase by one
2. Document must have one main landmark
3. All page content must be contained by landmarks

Item 1 example

Element location

```
a:nth-child(1) > .row > .col-md-6.col-12:nth-child(2) > h3
```

Element source

```
<h3> Coronavirus COVID-19 </h3>
```

Item2 example

Element location

```
html
```

Element source

```
<html lang="en-GB">
```

Item 3 example

Element location

```
.page-start
```

Element source

```
<div class="page-start">
```

Minor Issues

There are few minor issues, they can be addressed and fixed by amending the gallery items.

Element location

```
#ngg-gallery-2b21b111ff732b2df9a366b6eea90c10-1 > .ngg-gallery-thumbnail-
box:nth-child(6)
```

Element source

```
<div id="ngg-image-5" class="ngg-gallery-thumbnail-box ">
```

Review Items

These issues tend to be subjective as they can relate to navigation or design.

1. Elements must have sufficient colour contract
2. Links with the same name have a similar purpose

Item 1 example

Issue Description

Ensures the contrast between foreground and background colours meets WCAG 2 AA contrast ratio thresholds

Element location

```
iframe[width="\32 56"] .rc-anchor-normal-footer > .rc-anchor-pt > a:nth-
child(1)
```

Item 2 example

Element location

```
#sbi_17910294274630398 > .sbi_photo_wrap > .sbi_photo.sbi_imgLiquid_bgSize.
sbi_imgLiquid_ready
```

Element source

```
<a class="sbi_photo sbi_imgLiquid_bgSize
sbi_imgLiquid_ready" href="https://www.instagram.com/p/CLxMHpLH-
3k/" target="_blank" rel="noopener nofollow" data-full-
res="https://www.tollesburyparishcouncil.gov.uk/wp/wp-content/uploads/sb-
instagram-feed-
images/153407290_708597049768864_306856597703006262_nfull.jpg" data-img-
src-set="{&quot;d&quot;:&quot;https:\/\/scontent-lhr8-
1.cdninstagram.com\/v\/t51.29350-
15\/153407290_708597049768864_306856597703006262_n.jpg?_nc_cat=107&amp;ccb=
3&amp;_nc_sid=8ae9d6&amp;_nc_ohc=sk-MqUY7eaEAX9yzVUP&amp;_nc_ht=scontent-
lhr8-
1.cdninstagram.com&amp;oh=00018990d28ab0ada9ecbaa721b3af6a&amp;oe=60615C80&
quot;,&quot;150&quot;:&quot;https:\/\/scontent-lhr8-
1.cdninstagram.com\/v\/t51.29350-
15\/153407290_708597049768864_306856597703006262_n.jpg?_nc_cat=107&amp;ccb=
3&amp;_nc_sid=8ae9d6&amp;_nc_ohc=sk-MqUY7eaEAX9yzVUP&amp;_nc_ht=scontent-
lhr8-
1.cdninstagram.com&amp;oh=00018990d28ab0ada9ecbaa721b3af6a&amp;oe=60615C80&
quot;,&quot;320&quot;:&quot;https:\/\/scontent-lhr8-
1.cdninstagram.com\/v\/t51.29350-
15\/153407290_708597049768864_306856597703006262_n.jpg?_nc_cat=107&amp;ccb=
3&amp;_nc_sid=8ae9d6&amp;_nc_ohc=sk-MqUY7eaEAX9yzVUP&amp;_nc_ht=scontent-
lhr8-
```

```
1.cdninstagram.com&amp;oh=00018990d28ab0ada9ecbaa721b3af6a&amp;oe=60615C80&
quot;,&quot;640&quot;:&quot;https:\/\/scontent-lhr8-
1.cdninstagram.com\/v\/t51.29350-
15\/153407290_708597049768864_306856597703006262_n.jpg?_nc_cat=107&amp;ccb=
3&amp;_nc_sid=8ae9d6&amp;_nc_ohc=sk-MqUY7eaEAX9yzVUP&amp;_nc_ht=scontent-
lhr8-
1.cdninstagram.com&amp;oh=00018990d28ab0ada9ecbaa721b3af6a&amp;oe=60615C80&
quot;}" style="height: 220px; background-image:
url(&quot;https://www.tollesburyparishcouncil.gov.uk/wp-
content/uploads/sb-instagram-feed-
images/153407290_708597049768864_306856597703006262_nfull.jpg&quot;);
background-size: cover; background-position: center center; background-
repeat: no-repeat;">
```

Screen Readers

The site was tested with a range of screen readers:

- Narrator
- JAWS
- VoiceOver
- TalkBack

all managed to read a selection of pages of the website without any major issues. Due to the complexity of some website design and navigation, screen readers can sometimes struggle with content order. Although this was not evident with this site, I suggest that issues relating to navigation identified in the testing above should be addressed to minimise any issues in the future.

Other Issues

Navigation and functional elements need to be tested at various screen sizes to ensure that any 'zooming' does not restrict viewing of content. The cookie banner footer, if not accepted, can impede viewing dramatically especially when viewing at over 250%. This does not become an issue if the Cookies are 'accepted', however this needs to be considered. These checks should also be carried out on small screen sizes and resolutions if possible, especially tablet and mobile device form factors.

The Search function should either be fixed or removed.

I suggest that the Contact form is removed from the Contact page. This removes any security risk caused by the form.

Cookies in general need to be addressed. The cookie restricting use of the map on the Contact page needs to be understood. If it is not required then this barrier should be removed.

Remove any superfluous pages from the Site Map, i.e. templates. There seems to be no order to the Site Map page. It is worth considering listing the pages either alphabetically or hieratically.

Legal Notices

There are some areas of the legal notices on the website, T & C's and Privacy Policy that need to be addressed. Also, there is no Accessibility statement.

The Privacy Policy should clearly state which Cookies are used, what they are used for and how. If no cookies are used then state so. The Privacy Policy on the website is more of general Data Protection Policy of the Parish Council rather than user Privacy relating to the website. These should be distinct,

as the general Privacy Policy would relate mainly to residents or those having business with the Parish Council, whereas a website Privacy Policy should relate to anybody visiting the website. It is good practice to list the website Cookies enabled and their use in the website Privacy Policy.

The Terms and Conditions page should be concise and easy to understand. It should be in plain, simple English. Avoid the use of legalese, for example 'estoppel'. The url/slug should also be amended as previously mentioned.

An Accessibility Statement should be added to the website. It should state what guidelines are met and which are not. It is good practice to state which guidelines are being worked towards, and if thought necessary, a realistic timeline as to when they would be met. The accessibility statement on the Maldon District Council website (https://www.maldon.gov.uk/accessibility) gives a concise guide to access their site. The UK government website Accessibility statement goes a little further and explains what is accessible and what is not. (https://www.gov.uk/help/accessibility-statement).

The Tollesbury Parish Council website only needs to meet WGAG2.1 AA standards. If it cannot meet all those standards then state it is partially compliant. It is good practice to list any non-accessible content. Ensure any new features or pages meet the required guidelines by testing against the WGAG standards.

A link to the Accessibility page should be added to the website footer navigation.

A list of all the pages tested and error totals reported can be supplied on request electronically.

The information in this report is provided without prejudice.

E&OE

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Estimate

Tollesbury Parish Council
Accessibility

Description

What you need to be WCAG 2.1 AA compliant
1. A **WCAG 2.1 AA** rated compliant website by Sept 2020.
2. An **Accessibility Policy Statement** following a standard format by Sept 2020.
3. An **Accessible Documents Statement**, following a standard format by Sept 2020.
4. A process to regularly monitor & review the website.
5. A process to provide requests for content that is not in a compliant format.

1. Provide Alt text
This means providing text for none text items such as an image. You can imagine that text readers struggle when it comes to an image unless an alternative text description is provided. When uploading an image to our website you'll be presented with an alt image box. You can insert a short description in here. For example, when uploading an image of a councillor you can simply insert the alt text "photo of councillor John Doe". When a text reader comes across the image it will state "Image – Photo of Councillor John Doe". This enables the person with a visual impairment to know what images are on the webpage.

2. Transcripts for audio / video content
Any future videos or audio files need to include a text transcript to replace the audio.

3. Provide captions for video
Captions for video help those with audio impairments.

4. Content to be structured logically and accessed by a screen reader
Most modern websites have this capability out of the box. It's only by ensuring that those who update the website maintain this compliance by not uploading images of text. For example, taking a scan of a poster advertising a garden fete and posting it as a notice on the website without a full text transcript would render the site non compliant as text readers can't read the text on an image.

5. Colour not to be used as A description or indentifier
For example, an instruction to click on the blue button would exclude those who cannot distinguish between colours.

6. Use text colours that show up against the background
Thankfully, gone are the days when we used to see yellow text on dark green backgrounds. Using a black text on a white background is one of the best contrasts.

7. Ensure text can be resized
Whilst you don't need to provide this feature (as most browsers provide the function) you need to make sure every feature can be used when text size is increased by 200% and that content reflows to a single column when it's increased by 400%

8. Make sure that your website is responsive
Again, any modern website should be able to resize it's content automatically depending on screen size or based on page orientation and font size that a user prefers.

9. Compatible with assistive technologies
A website must work well with assistive technologies – for example, important messages are marked up in a way that the screen readers knows they're important. Yet again, a modern website such as the ones that we supply will already be compliant in this respect.

https://www.gov.uk/guidance/accessibility-requirements-for-public-sector-web-sites-and-apps#exemptions

pb

Tollesbury Parish Council
Accessibility to A + AA Standard

Description

In accordance with Web Content Accessibility Guidelines (WCAG) 2.1
https://www.w3.org/TR/WCAG21/

A Compliances

Guideline 1.1 – Text Alternatives

1.1.1	Provide text alternatives for any non-text content so that it can be changed into other forms people need, such as large print, braille, speech, symbols or simpler language.
	All non-text content that is presented to the user has a text alternative that serves the equivalent purpose, except for the situations listed below.
Works	Alt tags for all images, creating captions, update fields upload and test – 6hrs Programming – 2hrs

Guideline 1.2 – Time-based Media

1.2.1	**Audio-only and Video-only (Pre-recorded)** For pre-recorded audio-only and pre-recorded video-only media, the following are true, except when the audio or video is a media alternative for text and is clearly labelled as such.
Works	NA
1.2.2	**Captions (Pre-recorded)** Captions are provided for all pre-recorded audio content in synchronized media, except when the media is a media alternative for text and is clearly labelled as such.
Works	NA
1.2.3	**Audio Description or Media Alternative (Pre-recorded)** An alternative for time-based media or audio description of the pre-recorded video content is provided for synchronized media, except when the media is a media alternative for text and is clearly labelled as such.
Works	NA

Guideline 1.3 – Adaptable

1.3.1	**Info and Relationships** Information, structure, and relationships conveyed through presentation can be programmatically determined or are available in text.
Works	Already in place.
1.3.2	**Meaningful Sequence** When the sequence in which content is presented affects its meaning, a correct reading sequence can be programmatically determined.
Works	Already in place.
1.3.3	**Sensory Characteristics** Instructions provided for understanding and operating content do not rely solely on sensory characteristics of components such as shape, colour, size, visual location, orientation, or sound.
Works	NA

pb

Estimate

Description

Guideline 1.4 Distinguishable

1.4.1   **Use of Colour**
Colour is not used as the only visual means of conveying information, indicating an action, prompting a response, or distinguishing a visual element.

Works   Check and test all colour use
Check anchors are clear and working, underline all linked content – 4hr
Programming – 1hr

1.4.2   **Audio Control**
If any audio on a Web page plays automatically for more than 3 seconds, either a mechanism is available to pause or stop the audio, or a mechanism is available to control audio volume independently from the overall system volume level.

Works   Homepage carousel control make more obvious, design solution – 0.5hr
Programming – 0.5hr

Guideline 2.1 Keyboard Accessible

2.1.1   **Keyboard**
All functionality of the content is operable through a keyboard interface without requiring specific timings for individual keystrokes, except where the underlying function requires input that depends on the path of the user's movement and not just the endpoints.

Works   Already in place

2.1.2   **No Keyboard Trap**
If keyboard focus can be moved to a component of the page using a keyboard interface, then focus can be moved away from that component using only a keyboard interface, and, if it requires more than unmodified arrow or tab keys or other standard exit methods, the user is advised of the method for moving focus away.

Works   Already in place.

2.1.4   **Character Key Short-cuts**
If a keyboard short-cut is implemented in content using only letter (including upper- and lower-case letters), punctuation, number, or symbol characters, then at least one of the following is true:
– Turn off
– A mechanism is available to turn the short-cut off;
– Remap
– A mechanism is available to remap the short-cut to use one or more non-printable keyboard characters (e.g. Ctrl, Alt, etc);
– Active only on focus
– The keyboard short-cut for a user interface component is only active when that component has focus.

Works   Short cuts to be identified and added to Accessibility Statement – 2hrs
Programming – 2hrs

pb

Estimate

Description

Guideline 2.2 Enough Time

2.2.1   **Timing Adjustable**

For each time limit that is set by the content, at least one of the following is true:
– Turn off
– The user is allowed to turn off the time limit before encountering it; or;
– Adjust
– The user is allowed to adjust the time limit before encountering it over a wide
  range that is at least ten times the length of the default setting; or
– Extend
– The user is warned before time expires and given at least 20 seconds to extend
  the time limit with a simple action (for example, "press the space bar"), and the
  user is allowed to extend the time limit at least ten times; or
– Real-time Exception
– The time limit is a required part of a real-time event (for example, an auction),
  and no alternative to the time limit is possible; or
– Essential Exception
– The time limit is essential and extending it would invalidate the activity; or
– 20 Hour Exception
– The time limit is longer than 20 hours.

Works   NA

2.2.2   **Pause, Stop, Hide**

For moving, blinking, scrolling, or auto-updating information, all of the following
are true:
– Moving, blinking, scrolling
– For any moving, blinking or scrolling information that (1) starts automatically,
  (2) lasts more than five seconds, and (3) is presented in parallel with other content,
  there is a mechanism for the user to pause, stop, or hide it unless the movement,
  blinking, or scrolling is part of an activity where it is essential; and
– Auto-updating
– For any auto-updating information that (1) starts automatically and (2) is presented
  in parallel with other content, there is a mechanism for the user to pause, stop,
  or hide it or to control the frequency of the update unless the auto-updating is part
  of an activity where it is essential.

Works   NA

Guideline 2.3 Seizures and Physical Reactions

2.3.1   **Seizures and Physical Reactions**

Web pages do not contain anything that flashes more than three times in any
one second period, or the flash is below the general flash and red flash thresholds.

Works   NA

Guideline 2.4 Navigable

2.4.1   **Bypass Blocks**

A mechanism is available to bypass blocks of content that are repeated
on multiple Web pages.

Works   Add skip to content so screen readers can go straight to content.
Programming – 1.5hr

2.4.2   **Page Titled**

Web pages have titles that describe topic or purpose.

Works   Already in place.

Estimate

Description	

2.4.3   **Focus Order**
If a Web page can be navigated sequentially and the navigation sequences affect meaning or operation, focusable components receive focus in an order that preserves meaning and operability.

Works   Already in place.

2.4.4   **Link Purpose (In Context)**
The purpose of each link can be determined from the link text alone or from the link text together with its programmatically determined link context, except where the purpose of the link would be ambiguous to users in general.

Works   All anchors to be checked and made fully descriptive – 1hr

Guideline 2.5 Input Modalities

2.5.1   **Pointer Gestures**
All functionality that uses multipoint or path-based gestures for operation can be operated with a single pointer without a path-based gesture, unless a multipoint or path-based gesture is essential.

Works   NA

2.5.2   **Pointer Cancellation**
For functionality that can be operated using a single pointer, at least one of the following is true:
– No Down-Event
– The down-event of the pointer is not used to execute any part of the function;
– Abort or Undo
– Completion of the function is on the up-event, and a mechanism is available
   to abort the function before completion or to undo the function after completion;
– Up Reversal
– The up-event reverses any outcome of the preceding down-event;
– Essential
– Completing the function on the down-event is essential.

Works   NA

2.5.3   **Label in Name**
For user interface components with labels that include text or images of text, the name contains the text that is presented visually.

Works   Programming: Form fixes and labelling – 1hr

2.5.4   **Motion Actuation**
Functionality that can be operated by device motion or user motion can also be operated by user interface components and responding to the motion can be disabled to prevent accidental actuation, except when:
– Supported Interface
– The motion is used to operate functionality through an accessibility
   supported interface;
– Essential
– The motion is essential for the function and doing so would invalidate the activity.

Works   NA

pb

Estimate

Description

Guideline 3.1 Readable

3.1.1   **Language of Page**
         The default human language of each Web page can be programmatically determined.

Works   UK English, already in hand.

Guideline 3.2 Predictable

3.2.1   **On Focus**
         When any user interface component receives focus, it does not initiate a change of context.

Works   NA

3.2.2   **On Input**
         Changing the setting of any user interface component does not automatically cause a change of context unless the user has been advised of the behaviour before using the component.

Works   NA

Guideline 3.3 Input Assistance

3.3.1   **Error Identification**
         If an input error is automatically detected, the item that is in error is identified and the error is described to the user in text.

Works   Form error messages to be clearer, page layout – 1hr
         Programming: fix error messages and build 404 page – 2hrs

3.3.2   **Labels or Instructions**
         Labels or instructions are provided when content requires user input.

Works   NA

Guideline 4.1 Compatible

4.1.1   **Parsing**
         In content implemented using mark-up languages, elements have complete start and end tags, elements are nested according to their specifications, elements do not contain duplicate attributes, and any IDs are unique, except where the specifications allow these features.

Works   All tags opened and closed, already in place.

4.1.2   **Name, Role, Value**
         For all user interface components (including but not limited to: form elements, links and components generated by scripts), the name and role can be programmatically determined; states, properties, and values that can be set by the user can be programmatically set; and notification of changes to these items is available to user agents, including assistive technologies.

Works   NA

pb

Estimate

Additional AA Compliances

Description

Guideline 1.2 – Time-based Media

1.2.4   **Captions (Live)**
Captions are provided for all live audio content in synchronized media.

Works   NA

1.2.5   **Audio Description (Pre-recorded)**
Audio description is provided for all pre-recorded video content
in synchronized media.

Works   NA

Guideline 1.3 - Adaptable

1.3.4   **Orientation**
Content does not restrict its view and operation to a single display orientation,
such as portrait or landscape, unless a specific display orientation is essential.

Works   Already in place.

1.3.5   **Identify Input Purpose**
The purpose of each input field collecting information about the user can
be programmatically determined when:

– The input field serves a purpose identified in the Input Purposes for User
   Interface Components section; and
– The content is implemented using technologies with support for identifying
   the expected meaning for form input data. Responsive done.

Works   Responsive code to be checked and modified – 1hr
Programming: refinement of page layouts where required – 2 hrs

Guideline 1.4 - Distinguishable

1.4.3   **Contrast (Minimum)**
The visual presentation of text and images of text has a contrast ratio
of at least 4.5:1, except for the following:

– Large Text.
– Large-scale text and images of large-scale text have a contrast ratio of at least 3:1;
   the expected meaning for form input data. Responsive done.
– Incidental.
– Text or images of text that are part of an inactive user interface component,
   that are pure decoration, that are not visible to anyone, or that are part of
   a picture that contains significant other visual content, have no contrast
   requirement.
– Logotypes.
– Text that is part of a logo or brand name has no contrast requirement.

Works   Title tags required across all images, graphics, logotypes – 2hrs
Increase sizes of header icons and apply spacial arrangement – 1hr
Programming – 1hr

1.4.4   **Resize text**
Except for captions and images of text, text can be resized without assistive
technology up to 200 percent without loss of content or functionality.

Works   Already in place.

pb

Estimate

Description	
1.4.5	**Images of Text** If the technologies being used can achieve the visual presentation, text is used to convey information rather than images of text except for the following: – Customizable. – The image of text can be visually customized to the user's requirements; – Essential. – A particular presentation of text is essential to the information being conveyed.
Works	NA.

Guideline 2.4 - Navigable

2.4.5	**Multiple Ways** More than one way is available to locate a Web page within a set of Web pages except where the Web Page is the result of, or a step in, a process.
Works	Check navigation, in page links and site map operating correctly, test – 2hrs Programming: Add breadcrumb function to all pages, test – 2hrs Programming: fix search function and link to results page, test – 4 hrs

2.4.6	**Headings** Headings and labels describe topic or purpose.
Works	Check all heading read correctly, correct, test – 1hr

2.4.7	**Focus Visible** Any keyboard operable user interface has a mode of operation where the keyboard focus indicator is visible.
Works	Already in place.

Guideline 3.1 - Readable

3.1.2	**Language of Parts** The human language of each passage or phrase in the content can be programmatically determined except for proper names, technical terms, words of indeterminate language, and words or phrases that have become part of the vernacular of the immediately surrounding text. .
Works	Plain English in use, H1 to H6 check, test – 1hr

Guideline 3.2 - Predictable

3.2.3	**Consistent Navigation** Navigational mechanisms that are repeated on multiple Web pages within a set of Web pages occur in the same relative order each time they are repeated, unless a change is initiated by the user.
Works	Already in place.

3.2.4	**Consistent Identification** Components that have the same functionality within a set of Web pages are identified consistently.
Works	Already in place.

pb

Estimate

Description

Guideline 3.3 - Input Assistance

3.3.3   **Images of Text**
         If an input error is automatically detected and suggestions for correction are
         known, then the suggestions are provided to the user, unless it would jeopardize
         the security or purpose of the content.

Works   Already addressed.

3.3.4   **Error Prevention (Legal, Financial, Data)**
         For Web pages that cause legal commitments or financial transactions for the
         user to occur, that modify or delete user-controllable data in data storage systems,
         or that submit user test responses, at least one of the following is true

         – Reversible.
         – Submissions are reversible.
         – Checked.
         – Data entered by the user is checked for input errors and the user is provided
           an opportunity to correct them.
         – Confirmed.
         – A mechanism is available for reviewing, confirming, and correcting information
           before finalizing the submission.

Works   NA.

Guideline 4.1 - Compatible

4.1.3   **Status Messages**
         In content implemented using mark-up languages, status messages can
         be programmatically determined through role or properties such that they
         can be presented to the user by assistive technologies without receiving focus.

Works   NA.

Description	£
Summary	
1. Design, layout, formatting, inputting and testing tasks (22.5hrs).	900.00
2. Programming and testing tasks (19hrs).	1,140.00
3. Project management, scoping, client liaison and delivery management (8hrs).	240.00

Total (VAT to be included @ 20%)	**£2,280.00**

Invoicing will be made monthly on work completed during that calendar month.

Note

It is important to identify requirements that are acceptable and not onerous. Parish Council's typically do not have budgets comparable to District or County Councils. It is deemed acceptable to work inside what is achievable. It is important all efforts and accessibility compliances are published in your Accessibility Statement.

The above costings are a **guide only**. These will be confirmed and agreed before any works commence.

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pb

Terms & Conditions

Introduction

These are our standard terms of business and apply to all the work we carry out for our clients. Our engagement letter will contain additional information and terms of business and if there is any conflict between these terms of business and those contained in the engagement letter, the latter will apply.

Our work for you

We will agree the work which we will carry out for you and we will set this out in [a specification].

So that we can carry out our work for you, you will at your own expense supply us with all necessary documents or other materials, data and other information within a sufficient time. You will retain duplicate copies of all the documents and other materials you give us and insure against its accidental loss or damage. We will have no liability to you for any loss or damage to such documents and materials, even where that loss or damage is caused by our negligence.

Our fees

Our engagement letter will set out our fees for the work we agree to carry out for you. We may charge our fees in one of three ways.

Phased payment

If we require phased payments we will set this out in our engagement letter. We will invoice you on the achievement of agreed milestones, and then on the completion of our work for you.

Deposit arrangements

If we require a deposit we will set out the deposit required in our engagement letter. We will invoice you for the deposit and we will not commence our work for you until we have received payment of the deposit. Thereafter we will invoice you on the achievement of agreed milestones and then on the completion of our work for you.

Payment on completion

We may agree to invoice you only on the completion of our work for you.

If the nature or the extent of the work we are to do for you changes, we may submit a revised [specification] to you.

The revised specification may include an additional fee. Subject to that, any additional work which we carry out for you will be charged at our hourly rates which we will set out in our engagement letter.

If you have a deadline and you notify us of that deadline less than 24 hours before its expiry, or provide us with any of the information or materials we will need to carry out the work we are to do for you less than 24 hours before the deadline, we will charge an additional fee. The additional fee will be based on the time we spend and will be calculated at [50%] of hourly rates given in our engagement letter.

Our fees do not include expenses (including travel expenses) or VAT and these shall be payable in addition.

We may vary our fees from time to time by giving you not less than one month's notice.

You agree to pay each of our invoices within 30 days of their date. If any invoice is unpaid after 30 days we reserve the right to suspend our work for you and to charge interest on the outstanding amount at a rate of 1% for each month (or part of a month) it remains unpaid. This right to interest will apply both before and after judgment.

Rights to input materials and output materials

In this section and in these conditions:

Input Material means any document, design or other material or information you give us; and

Output Material means any document, design or other material or information provided by us to you as part of our work for you.

The property and any copyright or other intellectual property rights in any Input Material will belong to you.

The property and any copyright or other intellectual property rights in any *Output Material* will belong to us, but at your request we will assign to you such property, copyright or other intellectual property rights that we may have in them on completion of our work and payment in full of our fees.

Any such assignment will be on terms approved by us and may include a license to us to use the *Output Materials* for Tollesbury Parish Council.

You may designate any *Input Materials* and *Output Materials* as confidential, and we may designate any *Output Materials* as confidential. If either party designates any material as confidential, the other will keep it confidential. However this obligation will not apply to any materials which are in the public domain at the time they are provided to the other party and will cease to apply if they subsequently become public knowledge.

You must ensure you have the right to use any *Input Materials* you give us. You warrant that any *Input Materials* and their use by us for the work we do for you will not infringe the copyright or other rights of any third party. You will indemnify us against any loss, damage, cost and expenses and other claims arising from such an infringement.

Subject to the above, we warrant that any *Output Materials* and their use by you will not infringe the copyright or other rights of any third party. We will indemnify you against any loss, damage, cost and expenses and other claims arising from such an infringement.

Errors and omissions

We will provide you with proofs of our work for you. It is your responsibility to check such proofs carefully and to confirm to us that they are correct. We will not be liable for errors or omissions, arising from any failure to check proofs.

Warranties and liability

We will carry out our work for you using reasonable care and skill and so far as possible in accordance with our specification and within any times referred to in the specification. If we supply any goods (including *Output Materials*) supplied by a third party, we do not give any warranty, guarantee or other term as to their quality, fitness for purpose or otherwise, but we will, wherever possible, assign to you the benefit of any warranty, guarantee or indemnity given by the person supplying the goods to us.

We will have no liability to you for any loss, damage costs expenses or other claims for compensation arising from any *Input Material* or instructions supplied by you which are incomplete, incorrect, inaccurate, illegible, out of sequence or in the wrong form or which arise from their late arrival or non-arrival, or from any fault of yours.

We will not be liable to you for any representation (unless fraudulent), or for any implied warranty, condition or other term for any loss of profit or for any indirect special or consequential loss (whether caused by our negligence or otherwise. Our entire liability under or in connection with our work for you shall not exceed the amount of our fees.

We will not be liable to you or be deemed to be in breach of our contract with you by reason of any delay in performing, or any failure to perform, any of our obligations, if the delay or failure was due to any cause beyond our reasonable control.

Termination

Either of us may at any time terminate any contract we have if the other commits a breach of these conditions and (if capable of remedy) fails to remedy the breach within 30 days of being required by written notice to do so, or if the other goes into liquidation, becomes bankrupt, has a receiver appointed, makes a composition or voluntary arrangement with its creditors or enters into administration or if a moratorium comes into force in respect of the other.

We may terminate any contract we have with you if any invoice we have issued to you remains unpaid 60 days after its date.

General

No failure or delay by either of us in exercising any of our rights under any contact between us shall be deemed to be a waiver of that right. No waiver of any breach of any contract shall be considered as a waiver of any subsequent breach.

If any of these conditions is held to be invalid or unenforceable in whole or in part, the validity of the other conditions will not be affected.

Nothing is these conditions is intended to confer on any person any right to enforce any terms of any contract between us which that person would not have but for the Contracts (Rights of Third Parties) Act.

These conditions and the terms of any contract between us are to be interpreted in accordance with the laws of England and will be subject to the jurisdiction of the English courts.

Parish / Town Council	Month	Total Number of Hours	
Tollesbury	Feb-21	3	
Number of Tru Cam Patrols	**Hours Spent on Tru Cam**	**Number of Offenders**	
0	0	0	
PCNs Issued	**FPNs Dog Fouling**	**FPNs Litter Fouling**	
0	0	0	
ASB Issues		**VMO (Vehicle Moved On)**	
0		0	
Any Other Details			

Date	Parish	Start	Finish	Total	Patrol Area	On Street	Off Street	Dog Fouling	School Patrol	TRUCAM	CAPS	PCN	FPNS	VMO	ASB	ISSUES	RANGER	COMMENTS ON PATROL
01/02/21	Tollesbury	11:30	13:30	02:00	Recreation Ground and Station Road										Yes	Attended Recreation Ground and noticed a large number of recent cycle tyre tracks which had damaged the grass next the cenotaph and seating area near to the pavilion. Local search completed and two youths seen nearby on a small electric cycle. Both youths spoken to and probable false details given when spoken to. One youth later seen outside a house in Church Street. Doorstop enquiry completed . Later, one of those youths spoken to at home address photos of damage taken	PC	Please see comments under ASB issues
21/02/21	Tollesbury	11:30	13:30	02:00	Station Road, Church Street. Recreation ground. Woodrolfe Road												PC	Heavy dog fouling in Station road. Dog foul sprayed. Church street and Woodrolfe Road clear
				4:00:00														