

# Cofton Hackett Parish Council

## Minutes of the Extraordinary Meeting of the Parish Council held on Monday 23<sup>rd</sup> August 2021

Held at Cofton Village Hall, Cofton Hackett

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### PRESENT:

#### Councillors:

Cllr Mr R Westbury (Chair)  
Cllr Mr J Slack  
Cllr Mrs J Fay  
Cllr Mr R Deeming  
Cllr Mr N Banyard  
Cllr Mrs J Webb  
Cllr Mr G Cook

#### Clerk to the Parish Council:

Andrew Billau

#### APOLOGIES:

Cllr Mr M Pattison  
Cllr Mr L McGarry

#### Also in Attendance:

1 member of the public (A)

Agenda Item	Discussion and Decisions	Action
106/21	<b>Apologies</b> Apologies were received from Cllr McGarry (work commitments) and Cllr Pattison (family commitments), these were accepted.	
107/21	<b>Declaration of Interests</b> Register of Interests: <ul style="list-style-type: none"><li>• Councillors are reminded of the need to update their register of interests.</li><li>• To declare any Disclosable Pecuniary Interests in items on the agenda and their nature.</li><li>• To declare any Other Disclosable Interests in items on the agenda and their nature.</li><li>• Councillors who have declared a Disclosable Pecuniary Interest, or an Other Disclosable Interest which falls within the terms of paragraph 12(4) (b) of the code of conduct, must leave the room for the relevant items. Failure to register or declare a Disclosable Pecuniary Interest may result in the commission of a criminal offence.</li><li>• To consider written requests from councillors for the council to grant a dispensation (S33 of the Localism Act 2011) – written requests to be with the clerk at least 4 clear days prior to a meeting.</li><li>• Interests were recorded in the Register</li></ul>	

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108/21	<p><b>Dispensations</b></p> <p>There were no applications for dispensations received.</p>																																											
109/21	<p><b>Proposed Website Redevelopment</b></p> <p>The extraordinary meeting was called to discuss the proposed redevelopment of the Council's website, which is time dependent for a start over August bank holiday. Cllr Westbury explained that the purpose of the meeting was to agree the budget for redevelopment of the website and ongoing maintenance.</p> <p>Cllr Banyard advised that an estimate of £1,500 had been received for the design of the new website. A member of the public (AJ), who was in attendance, has volunteered to implement the resultant design and has estimated 50 hours work involved. Councillors thanked AJ for his generous offer. AJ explained how the platform for implementation would work and suggested ongoing maintenance costs would be £4.99 per month in year 1 and £19.99 per month thereafter. Most of the ongoing content changes can be made by the Clerk or members of the Council. AJ offered to provide training for this if necessary.</p> <p>Cllr Slack proposed a budget of £2,000 for the design of the new website, allowing for contingency. Cllr Deeming suggested that 3 quotes must be obtained. The Clerk advised that the Council's Financial Regulations state that 3 quotes are required for expenditure in excess of £5,000 and in this instance, Council could agree to accept this quote if they felt it was reasonable. It was noted that AJ would be carrying out the implementation work free of charge and any alternative quote would have to include this time at cost. The Clerk also pointed out that the meeting was called to allow work to commence over August bank holiday and that obtaining further quotes would delay this start date.</p> <p>After some discussion it was <b>resolved: to allocate a budget of £2,000 for the design of the new website, Clerk to control expenditure.</b></p>																																											
110/21 110.1/21	<p><b>Finance and General Purposes</b></p> <p>A list of bills for payment, circulated before the meeting, was presented and agreed.</p> <table border="1" data-bbox="300 1375 1254 1957"> <thead> <tr> <th colspan="3">Bills to Pay August 2021</th> </tr> <tr> <th>Supplier</th> <th>Services</th> <th>Payment</th> </tr> </thead> <tbody> <tr> <td>Haven Power</td> <td>Street Lighting Electricity *</td> <td>£291.99</td> </tr> <tr> <td>Haven Power</td> <td>Street Lighting Sensor Electricity *</td> <td>£10.21</td> </tr> <tr> <td>Proper Agency</td> <td>Website Maintenance</td> <td>£30.00</td> </tr> <tr> <td>Cofton Spark</td> <td>Street Light Maintenance</td> <td>£386.95</td> </tr> <tr> <td>Cllr Webb</td> <td>Mobile Phone Bill April - August 2021</td> <td>£96.25</td> </tr> <tr> <td>Gary Haynes</td> <td>Lengthsman Services</td> <td>£240.00</td> </tr> <tr> <td>Gary Haynes</td> <td>Grass Cutting</td> <td>£250.00</td> </tr> <tr> <td>Andrew Billau (Clerk)</td> <td>Zoom Subs August</td> <td>£14.39</td> </tr> <tr> <td>Andrew Billau (Clerk)</td> <td>Office Costs July / August</td> <td>£50.95</td> </tr> <tr> <td>Andrew Billau (Clerk)</td> <td>Salary July / August 2021 (by S/O)</td> <td>£682.88</td> </tr> <tr> <td>HMRC</td> <td>Tax &amp; NI Payment July / August 2021 (by S/O)</td> <td>£198.18</td> </tr> <tr> <td colspan="3">* Approved and Paid During Month</td> </tr> </tbody> </table>	Bills to Pay August 2021			Supplier	Services	Payment	Haven Power	Street Lighting Electricity *	£291.99	Haven Power	Street Lighting Sensor Electricity *	£10.21	Proper Agency	Website Maintenance	£30.00	Cofton Spark	Street Light Maintenance	£386.95	Cllr Webb	Mobile Phone Bill April - August 2021	£96.25	Gary Haynes	Lengthsman Services	£240.00	Gary Haynes	Grass Cutting	£250.00	Andrew Billau (Clerk)	Zoom Subs August	£14.39	Andrew Billau (Clerk)	Office Costs July / August	£50.95	Andrew Billau (Clerk)	Salary July / August 2021 (by S/O)	£682.88	HMRC	Tax & NI Payment July / August 2021 (by S/O)	£198.18	* Approved and Paid During Month			
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111/21	<p><b>Date of Next Meeting</b></p> <p>The next Parish Council meeting is scheduled for <b>Monday 20<sup>th</sup> September at 7.30pm, at Cofton Village Hall.</b></p> <p><b>The meeting ended at 8.00pm.</b></p>	