

Town and Country Planning Act 1990
Weekly List Of Decisions
Week Ending 25th July 2025



25/00532/TCA **Tolleshunt D'Arcy**
T1 - Leylandii Tree - Reduce by up to 10m.
7 South Street Tolleshunt D'Arcy Maldon Essex
(UPRN - 100090564069)
Mrs Carol Lyons

ALLOWED TO PROCEED

Officer: Charlie Mumford
Dated : 21/07/2025

Town and Country Planning Act 1990
Weekly List Of Decisions
Week Ending 5th September
2025



25/00583/HOUSE Tolleshunt D'Arcy
Two storey side extension with pitched roof.
Crantock 3 Chapel Road Tolleshunt D'Arcy
Maldon (UPRN - 100090557415)
Mrs Morris

APPROVE subject to the following conditions:-

1 CONDITION

The development hereby permitted shall be begun before the expiration of three years from the date of this permission.

REASON

To comply with Section 91(1) The Town & Country Planning Act 1990 (as amended).

2 CONDITION

The development hereby permitted shall be carried out in accordance with the approved plans as shown on the decision notice.

REASON

To ensure that the development is carried out in accordance with the details as approved.

3 CONDITION

The materials used in the construction of the development hereby approved shall be as set out within the application form/plans hereby approved.

REASON

In the interest of the character and appearance of the area in accordance with policy D1 of the Maldon District Approved Local Development Plan July 2017 and guidance contained within the National Planning Policy Framework.

4 CONDITION

The proposed first floor windows on the eastern elevation shall be glazed with

opaque glass prior to the first beneficial use of these rooms and shall be retained as such thereafter.

REASON

To protect neighbouring amenity in accordance with policies D1 and H4 of the approved Local Development Plan and guidance contained within the National Planning Policy Framework.

POSITIVE AND PROACTIVE STATEMENT

Town and Country Planning (Development Management Procedure) (England) Order 2015 - Positive and Proactive Statement:

The Local Planning Authority has acted positively and proactively in determining this application by assessing the proposal against all material considerations, including planning policies and any representations that may have been received and subsequently determining to grant planning permission in accordance with the presumption in favour of sustainable development, as set out within the National Planning Policy Framework.

Officer: Jade Elles
Dated : 29/08/2025

**Bank Reconciliation Statement as at 31/08/2025
for Cashbook 1 - Current Bank A/c**

<u>Bank Statement Account Name (s)</u>	<u>Statement Date</u>	<u>Page</u>	<u>Balances</u>
Unity Trust Bank	31/08/2025		33,679.44
Unity Trust Instant Access Acc	31/08/2025		24,058.13
			57,737.57
 <u>Unpresented Payments (Minus)</u>		<u>Amount</u>	
		0.00	
			0.00
			57,737.57
 <u>Unpresented Receipts (Plus)</u>			
		0.00	
			0.00
			57,737.57
		Balance per Cash Book is :-	57,737.57
		Difference is :-	0.00

Signatory 1:

Name Signed Date

Signatory 2:

Name Signed Date

<u>Account</u>	<u>Opening Balance</u>	<u>Net Transfers</u>	<u>Closing Balance</u>
320 EMR Elections	71.75		71.75
321 EMR Parish Improvements	2,905.78	0.00	2,905.78
322 EMR Recreation Ground	4,107.92	4,800.00	8,907.92
323 Unallocated	169.57		169.57
324 EMR Burial Ground	1,303.83		1,303.83
325 EMR Maypole	515.00		515.00
326 EMR Speed Reduction	4,500.00	4,845.00	9,345.00
	<u>13,573.85</u>	<u>9,645.00</u>	<u>23,218.85</u>

Detailed Receipts & Payments by Budget Heading 31/08/2025

Cost Centre Report

	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
<u>100 Income</u>							
1076 Precept	25,730	25,730	0			100.0%	
1090 Interest Received	140	400	260			35.0%	
Income :- Receipts	25,870	26,130	260			99.0%	0
Net Receipts	25,870	26,130	260				
<u>110 Administration</u>							
██████████	████	████	████		████	████	
██████████	█	█	█		█	█	
██████████	████	████	█		█	████	
4070 Payroll Processing	0	85	85		85	0.0%	
4080 Training	0	300	300		300	0.0%	
4090 Bank Charges	45	108	63		63	41.7%	
4100 Audit Fees	175	400	225		225	43.8%	
4120 Subscriptions & Memberships	1,005	1,100	95		95	91.3%	
4130 Insurance	0	2,000	2,000		2,000	0.0%	
4140 Stationery	9	20	11		11	45.8%	
4160 Telephone & Broadband	77	180	103		103	43.0%	
4170 Website	0	200	200		200	0.0%	
4180 Office Equipment	11	50	39		39	21.6%	
4190 Office Allowance	130	312	182		182	41.7%	
4200 Grants & Donations Paid	1,100	1,100	0		0	100.0%	
4230 CPOs	493	1,200	707		707	41.1%	
4500 Hall Hire	0	500	500		500	0.0%	
4990 Sundries	0	200	200		200	0.0%	
Administration :- Indirect Payments	7,500	17,100	9,600	0	9,600	43.9%	0
Net Payments	(7,500)	(17,100)	(9,600)				
<u>130 Amenities</u>							
4300 Defibrillator	235	400	165		165	58.8%	
4310 Grass/Hedge/Tree cutting	2,409	3,500	1,091		1,091	68.8%	
Amenities :- Indirect Payments	2,644	3,900	1,256	0	1,256	67.8%	0
Net Payments	(2,644)	(3,900)	(1,256)				
<u>135 Burial Ground</u>							
1350 Burial Ground Income	480	500	20			96.0%	
Burial Ground :- Receipts	480	500	20			96.0%	0

Detailed Receipts & Payments by Budget Heading 31/08/2025

Cost Centre Report

	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
4360 Water	47	120	73		73	39.6%	
4370 Maintenance	0	50	50		50	0.0%	
Burial Ground :- Indirect Payments	47	170	123	0	123	27.9%	0
Net Receipts over Payments	433	330	(103)				
<u>140 Pavilion</u>							
1550 Pavilion Rental Income	3,250	7,800	4,550			41.7%	
1560 Utilities Contribution	750	1,800	1,050			41.7%	
Pavilion :- Receipts	4,000	9,600	5,600			41.7%	0
4360 Water	87	240	153		153	36.3%	
4370 Maintenance	991	1,000	9		9	99.1%	
4400 Electricity	921	2,520	1,599		1,599	36.6%	
Pavilion :- Indirect Payments	2,000	3,760	1,760	0	1,760	53.2%	0
Net Receipts over Payments	2,000	5,840	3,840				
<u>145 Rec Ground</u>							
1450 Pitch Fees	25	200	175			12.5%	
Rec Ground :- Receipts	25	200	175			12.5%	0
4370 Maintenance	160	500	340		340	32.0%	
4550 Play Equipment	0	1,200	1,200		1,200	0.0%	
Rec Ground :- Indirect Payments	160	1,700	1,540	0	1,540	9.4%	0
Net Receipts over Payments	(135)	(1,500)	(1,365)				
<u>160 Projects</u>							
4620 Rec Ground	0	4,800	4,800		4,800	0.0%	
4670 Speed Reduction	155	5,000	4,845		4,845	3.1%	155
Projects :- Indirect Payments	155	9,800	9,645	0	9,645	1.6%	155
Net Payments	(155)	(9,800)	(9,645)				
6000 plus Transfer from EMR	155	0	(155)				
Movement to/(from) Gen Reserve	0	(9,800)	(9,800)				
<u>999 VAT Data</u>							
115 VAT on Receipts	2,132	0	(2,132)			0.0%	
VAT Data :- Receipts	2,132	0	(2,132)				0

Detailed Receipts & Payments by Budget Heading 31/08/2025

Cost Centre Report

	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
515 VAT on Payments	550	0	(550)		(550)	0.0%	
VAT Data :- Indirect Payments	550	0	(550)	0	(550)		0
Net Receipts over Payments	1,582	0	(1,582)				
Grand Totals:- Receipts	32,507	36,430	3,923			89.2%	
Payments	13,056	36,430	23,374	0	23,374	35.8%	
Net Receipts over Payments	19,450	0	(19,450)				
plus Transfer from EMR	155	0	(155)				
Movement to/(from) Gen Reserve	19,605	0	(19,605)				

In respect of **TOLLESHUNT D’ARCY PARISH COUNCIL – EX0255**

1 Respective responsibilities of the auditor and the authority

Our responsibility as auditors to complete a **limited assurance review** is set out by the National Audit Office (NAO). A limited assurance review is **not a full statutory audit**, it does not constitute an audit carried out in accordance with International Standards on Auditing (UK & Ireland) and hence it **does not** provide the same level of assurance that such an audit would. The UK Government has determined that a lower level of assurance than that provided by a full statutory audit is appropriate for those local public bodies with the lowest levels of spending.

Under a limited assurance review, the auditor is responsible for reviewing Sections 1 and 2 of the Annual Governance and Accountability Return in accordance with NAO Auditor Guidance Note 02 (AGN 02) as issued by the NAO on behalf of the Comptroller and Auditor General. AGN 02 is available from the NAO website – <https://www.nao.org.uk/code-audit-practice/guidance-and-information-for-auditors/>

This authority is responsible for ensuring that its financial management is adequate and effective and that it has a sound system of internal control. The authority prepares an Annual Governance and Accountability Return in accordance with *Proper Practices* which:

- summarises the accounting records for the year ended 31 March 2025; and
- confirms and provides assurance on those matters that are relevant to our duties and responsibilities as external auditors.

2 External auditor’s limited assurance opinion 2024/25

On the basis of our review of Sections 1 and 2 of the Annual Governance and Accountability Return (AGAR), in our opinion the information in Sections 1 and 2 of the AGAR is in accordance with Proper Practices and no other matters have come to our attention giving cause for concern that relevant legislation and regulatory requirements have not been met.

Other matters not affecting our opinion which we draw to the attention of the authority:

None.

3 External auditor certificate 2024/25

We certify that we have completed our review of Sections 1 and 2 of the Annual Governance and Accountability Return, and discharged our responsibilities under the Local Audit and Accountability Act 2014, for the year ended 31 March 2025.

External Auditor Name

PKF LITTLEJOHN LLP

External Auditor Signature

PKF Littlejohn LLP SIGNED

Date

25/08/2025

New council website proposal Tolleshunt D'Arcy Parish Council

Prepared by: Mark Tomkins, Director

Prepared for: Michelle Curtis, Tolleshunt D'Arcy Parish Council



10 September 2025



Snapshot – Tolleshunt D'Arcy Parish Council

You have asked us to prepare a proposal and quotation for the provision of a new, fully compliant and accessible website and supporting .gov.uk services for your council. Thank you. This document sets out an explanation of the legal requirements for compliance with accessibility regulations, how our system meets the requirements – both in terms of compliance as well as the features and functions of the website and then the costing and inclusions, which are on the next page.

The background to website accessibility

Since the introduction of The Public Sector Bodies (Websites and Mobile Applications) (No.2) Accessibility Regulations 2018 (to give its full title) came into force on 23 September 2018 you have identified your Council needs a new compliant website. The aim of the Regulation is to ensure public sector websites and mobile apps are accessible to all users, especially those with disabilities. This means that all new public sector websites will need to meet accessibility standards and publish an accessibility statement unless they are exempt. Those affected include:

- Central and local government organisations (including community, town and parish councils)
- Some charities and other non-government organisations

The breadth of WCAG (Website Content Accessibility Guidelines) compliance in respect to a website covers many areas, some relate to how it is technically constructed, how the information is presented and the alternative options for users if they cannot access the website's information in a way that works for them. You can read a helpful article here: ['Website W3C & WCAG 2.1 accessibility compliance: What it means for councils & public sector websites and what you need to do'](#).

WCAG has 3 ratings, A, AA & AAA. The following proposal outlines the provision of a WCAG 2.2 AA rated compliant website, the costs involved, what's included and what's not. It also outlines your responsibilities moving forward.

Meeting Accessibility Requirements

Since the release of the WCAG 2.1AA guidance, we have developed a website package solution that meets the compliance requirements that is both cost effective and provides clerks and those who manage a public body website with the tools needed to run the website.

In October 2024, the regulations rose to the requirement being WCAG2.2AA standard – which our platform already meets.

The Aubergine W3C & WCAG compliant website package service meets the requirements in terms of providing an AA-rated compliant framework and website at the point of launch. Once live, we also maintain your site to ensure the underlying code is supported correctly and kept up to date with all software requirements. Optionally, we can provide regular compliance scans of your website pages.

Continued >



What you get with our service:

- ✓ A W3C & WCAG2.2AA compliant website built on the easy-to-use WordPress-based CMS.
- ✓ A well-designed, professional and fully mobile-friendly website.
- ✓ Website admin tools to add new and update all the content on your website yourself.
- ✓ Training to get you started plus ongoing support.
- ✓ SSL-protected website hosting on our UK servers.
- ✓ We'll manage all software updates, so you don't have to.
- ✓ We will provide you with on-going support when you need it – email, online or phone.
- ✓ Access to our Website & Accessibility Learning Centre, full of helpful guidance videos on managing the website and making website content accessible.
- ✓ Free monthly drop-in Zoom training sessions to top up your web accessibility knowledge.
- ✓ We will ensure your website remains GDPR compliant.
- ✓ We will manage your domain name and make sure this remains active, should you need it.
- ✓ All our team & hosting data centre are UK-based (Bedfordshire & Hertfordshire).

Costing

Set up & year 1 consists of:

1. One-off set up and build of website: £499 + VAT
2. Annual SSL-protected hosting with up to 2GB file storage & 2 hours of support
3. Transferring/Inputting and uploading of content (documents, words and pictures) to your new website: 1 year of essential content transferred free of charge – see opposite for details.
4. Training on the system: free of charge, via our monthly group training sessions
5. Access to our support team & Website Learning Centre: free of charge, included in the support
6. Access to monthly drop-in Council Website Zoom training refresher sessions: free of charge, included in the support

Total: £499 + VAT

Additional (optional) items:

1. Transfer of all other content charged at £10 + VAT per page (+£2 per document down/upload). An accurate quotation can be provided once we know how many pages' content we should migrate.
2. Forms & poll module: £50 + VAT per year
3. Planning portal integration (where supported) £100 + VAT per year
4. Online Payments Module (Sum Up/Gov Pay/Stripe/Worldpay compatible): £500 + VAT
5. Event Tickets Module (Online Payments module also required to sell tickets): £250 + VAT
6. WCAG compliance website compliance and monitoring scan & reports: £299 + VAT per year
7. Extended support for 12 hours: £720 + VAT

Continued >



Year 2 costs:

1. Subscription to WCAG-compliant website platform, with up to 2GB file storage & 2 hours of support, ongoing training: £199 + VAT per year
2. Domain name renewal and DNS management (£100 + VAT per year for .gov.uk when due)

= Total year two renewal: £299 + VAT pa (+ any optional modules or any 3rd party email services)

Website Content (linked documents, words and images)

Website content ranges from words and pictures on a page to multiple files for meeting documents and other regulatory aspects. We break the content transfer down into a full year's worth of regulatory content + news, events and other local info. With the exception of AGAR, there are no legal requirements to have a certain number of years' files on a website.

Content included in transfer: 2 full years of agendas & minutes, policies, councillors' details, finance & 6x years of AGAR plus 1x year of news and recent / planned events. **Optional, additional content transfer:** Often councils decide to have more years of document archives on their website. Your current website may also have additional, non-regulatory pages such as additional council and community information. We can provide you with a quote to transfer these additional archives and pages, if required.

Email services

You will require the services of a .gov.uk email IT specialist service to provide mail services for the domain if you do not already have email/IT support services. We work with and recommend two different email providers depending on requirements:

CloudNext (contact: sales@cloudnext.uk)

- Low cost (c.£50+VAT / year for 25 x addresses with 2GB storage each)
- UK-based, GDPR-compliant services

"A DIY service" - you set up email addresses and any devices with their email service control panel (CloudNext provide online instructions) → Best for councils who want to keep costs to a minimum, and accept they will need to manage and set up emails themselves, or with the help of a local IT specialist. Does not include any Microsoft services.

Cloudy IT (contact: hello@cloudyit.co.uk)

- Higher cost but more support is included, Microsoft-based email service (cost depends on the Microsoft package you choose, usually from c.£5+VAT per email address, per month)
- UK-based, GDPR-compliant services
- Microsoft Office Suite services can be provided at extra cost. Recommended for clerk / admin only

"A Managed service" - Cloudy help you set up email addresses and devices → This option is best for councils who are willing to spend more for the full Microsoft package and setup / installation support.



Things to note

The above costing is based on your requirement specification and includes a 1.5hr video call group training session (additional remote training can be arranged, see overleaf), full admin area access, access to our Council Website Learning Centre library and our continued support to ensure the system continually meets WCAG requirements.

We will discuss with you the pages and documents that you require on your new website and provide a quote, should you request our help with further years of content transfer. If the size of your files that need transferring exceeds 2GB (enough for 15,000 typical agenda PDFs), you will be required to purchase additional server host space for the storage and future files. This is charged at £100 + VAT per year for an additional 1GB storage.

Key Council Website Features

The website framework is configured to fully support all relevant content types to provide to your community in a fully WCAG 2.2AA compliant environment. The key functionality includes **meeting information and dates, document links, full page creation and building tools** to support your key messaging, **announcement tools for major alerts, reporting tools** that include **forms** and **redirections to County Council & District services, contact forms, news and other features** that include **digital noticeboards, events, community areas, community content, venue & feature areas and FAQs** - all of which controlled through the Wordpress admin system.

Consideration

Website hosting

Your new website will be hosted on our UK-based, SSL-protected servers. That way we can ensure GDPR and WCAG compliance of the system.

Your domain name

We can become your domain name registrar for a new domain and manage the domain and its DNS moving forward and are Cabinet Office & Nominet approved to manage the .gov.uk domain framework.

Branding & logos

We will require your brand media pack of logos, colours and other visual assets that your council use in its online identity. If you do not have one, we can provide a logo & identity design service by our experience graphic design team.

Project timeline

Whilst every website is slightly different in the number of pages and content, we recommend you consider the following timeline for the development of your website:

Stage 1	Discovery & scoping (sitemap/content planning):	2 weeks from initial enquiry
Stage 2	Development:	2 weeks from planned date
Stage 3	Content importing & your training:	2 weeks after development
Stage 4	Testing / snagging – then go-live:	1 week after content input



Final testing and debugging on development server before launching and making live. These timings are estimates based on a typical and average site size and content but may be subject to alteration subject to sight of content required for migration. You may require additional time to review the content.

Other aspects to note

You will need to ensure you have full DNS control and access to the domain your website will use. We can become your registrar and permitted to manage all forms of domains, including .gov.uk domains. If we are not your registrars, we will need access to the domain (or whoever has DNS control) to get the website live. We can include Google Analytics for performance reporting to ensure that a fuller picture of the website's traffic and use is understood and allow you to learn user behaviour and make subsequent improvements to the website. A Google Analytics account will be needed and is free. We also provide free training on using Google Analytics.

Training Staff

Training on a new website system is vital. As part of the package, we provide you with access to our Council Website Learning Centre that contains a library of simple, short videos to watch and learn how to use all areas of the website as well as remote-based training session for you and your staff members.

Also included is a 1.5hr video call group training session for your staff by one of our experts. Our UK-based team is always on hand during office hours to provide any additional support.

We also hold free-to-attend Zoom sessions twice per month for all our members to join for refresher training on the website admin tools and functions.

Certification & accreditations

To provide assurance of both our processes and abilities, we are **Cyber Essentials certified, CDDO Cabinet Digital Data Office Authorised, Nominet Accredited** and are **Official Crown Commercial Suppliers for the UK Government**. [View certification.](#)

Credibility

- ✓ We are official SLCC Collaborators and have developed the WCAG compliant website package in partnership with them.
- ✓ We work with both SLCC & NALC to produce both written articles and present webinars and conferences on website accessibility.
- ✓ We work with regional CALCs, SLCC Branches and Council Associations to support their members with website accessibility queries.
- ✓ We are official Crown Commercial Suppliers of WCAG digital services to public bodies.



- ✓ We are members of the CDDO (Cabinet Digital Data Office) .gov.uk domain advisory group.
- ✓ We are the authors of the NALC Website Accessibility & Publishing Guidebook: <https://www.aubergine262.com/nalc-guide-to-website-accessibility-and-publishing/>
- ✓ We work with hundreds of town & parish councils using our platform and providing support and guidance on website compliance and publishing.

Compliance testing, limitation & ongoing

Both W3C & WCAG compliance are driven by many factors, some you have control over and others you don't. In most cases, as long as the base website build has been created in a natively compliant format, any deviation from compliance will typically be as a result of content being added to a web page is not compliant and then renders it non-compliant. As such, the provision of our service to you is limited to:

- 1) the creation of a W3C & WCAG2.2AA compliant website plus its hosting and support
- 2) an optional quarterly report of your site that highlights any pages that may have rendered the website non-compliant and a recommended solution. (excludes uploaded documents)

We can also provide an optional technical support package to assist you with running the site, which you may choose to help you in meeting those ongoing support needs. Once live, it is your responsibility to ensure that any words, images or documents that you add are compliant.

We recommend you perform regular checks of the site using free online checkers or browser extension to ensure continued compliance – particularly for new pages and documents added since its launch. As part of our optional service to you we provide 4 checks and reports per year highlighting any problem areas, but recommend you review the site after each time you add content and to use any of the online free checkers as referenced by the Government's Digital Guidance department.

We will ensure that your website complies with W3C & WCAG compliance from a technical position at the point of launching and will notify you if we spot any page that is non-compliant as a result of content incompatibility for you to address prior to launch. Please note that this does not include uploaded documents.

In the event that you become aware of any part of your site that you feel falls outside of WCAG compliance, it is your responsibility to notify us so that it may be assessed by us and, should a problem be found, a solution scheduled for fixing.

Regular review

It's important to emphasise that your organisation needs to agree to a frequency of how often the website is checked for compliance and set that in your accessibility statement.



Delivering on Specification of Work

Given the requirements, it is our recommendation that the site be built on our **custom built WCAG 2.2AA compliant Wordpress framework designed specifically for councils**. It is the world's most popular website platform and allows you to have full control over the site's pages and content in the most efficient way.

The website system is **natively search engine friendly** and **well supported**. We ensure that the Core Wordpress framework and its plugins are kept up to date to ensure full functionality is maintained.

We also recommend a multiple layer of admin user permission controls so that you can have multiple administrators of the content but provide publishing, content and member control to only those you wish.

Our proposal includes:

- ✓ Project scheduling and planning
- ✓ Technical analysis of your existing set-up to ensure continuation of services ✓ Development of the website from your choice of our preconfigured design templates ✓ Review and compliance testing ✓ Content migration (optional) ✓ Analytics integration (optional)
- ✓ Website training and access to Learning Centre. In person training available at extra cost
- ✓ Pre-live WCAG compliance check and report ✓ Ongoing support and website hosting
- ✓ Domain registration & management

Additionally, the following "behind the scenes" features will be built into the website:

- ✓ High speed page loading
- ✓ Anti-spam features on contact forms
- ✓ WCAG, W3C & GDPR best practice guidance for the website framework

Support

We ensure that all sites are tested thoroughly prior to launch and Wordpress and plugin updates are handled by us as part of the package. Nonetheless, we recommend an additional support package be put in place to help you manage the website after it is set live. Support package options available on the 'costs' page in this document.

References

- 1) Sarah Sandiford, head of central services, Leighton Linlode Town Council
sarah.sandiford@leightonlinlode-tc.gov.uk 01525 631920: www.leightonlinlode-tc.gov.uk
- 2) Sheryl Birtles, Nantwich Town Council, www.nantwichtowncouncil.gov.uk
- 3) Emma Coleman, Anglesey Parish Council, www.angleseystaffs-pc.gov.uk
clerk@anglesey.staffslc.gov.uk
- 4) Libby White, St Ives Town Council, www.stivestowncouncil.gov.uk



- 5) Cliff Spong, Teignmouth Town Council (Devon), www.teignmouth-devon.gov.uk, facilities@teignmouth-devon.gov.uk
- 6) Rob Ward, Barnstaple Town Council, barnstapletowncouncil.gov.uk
- 7) Joe Cooney, Keighley Town Council, www.keighley.gov.uk joe.cooney@keighley.gov.uk

Frequently asked questions

Why do you use WordPress?

WordPress is open source content management software and currently powers around 30% of all websites on the Internet. The project is contributed to by tens of thousands of developers all over the world and is growing from strength to strength. WordPress allows us to develop flexible and customisable websites to modern standards and observes web development best practices. Furthermore, the community of web developers that use WordPress reaches far and wide and allows us to tap into this collective intelligence and bring that wealth of experience to your project. WooCommerce is an eCommerce engine and extension that integrates with the WordPress CMS.

What is information architecture?

Information architecture is the relationship of how all the different pages of a website are related to each other. This is communicated visually through a sitemap.

Where is the website hosted?

Your website needs to be hosted by a hosting company that specialises in business hosting. We provide UK-based WordPress-optimised hosting services for all our clients' websites to better able provide support and software updates.

Who do I call if something goes wrong with the website or I can't figure something out? Provided you subscribe to one of our ongoing website support packages, we will be your first point of call should something go wrong with your website. In accordance with our SLA, we will determine what the problem is and respond with a fix-time or the information for you to address the solution yourself. We will provide training and tutorials to assist you in using your website once it is launched.

What happens after the website is launched?

Once your website is launched, we will provide 3 months of support to make sure any bugs have been ironed out and that you are confident using your new website. After this you will need to subscribe to one of our ongoing website care plans to make sure your website is looked after and maintained. These website care plans include updating your software, regular backups, security checks and making sure your website is online and open for business 24/7/365.



How long will it take to appear at the top of Google?

The time it takes for your website to appear on page 1 of Google depends on a number of factors. It depends on the search people are using to find your website and the number of other websites that are also available for those searches. Nobody can truly say how long it will take for your website to appear at the top of search engine results pages (including people who actually work for Google), however there are a number of factors that can improve your chances. Building your website on WordPress is a good start as WordPress has some great Search Engine Optimisation fundamentals built-in.

Creating unique and interesting content on a regular basis for your website is also critical to increase your visibility amongst search engines. Launching your website and then forgetting about it is a surefire way to get lost amongst the noise. We are happy to talk to more about your search engine strategy (if we haven't already.)

How will I know if anyone is visiting my website?

We will install Google Analytics tracking on your new website and show you how to log into your Google Analytics account where you can see a wide range of statistics about your website including number of visits, pageviews the amount of time people are spending on your website.

Once you subscribe to one of our website support plans you can choose to receive more detailed analysis about your website performance and recommendations on how to improve. Please ask for more details about what's included in these support plans.

What happens if I want to add some features to the website while you're building it?

Whilst we like to be flexible and responsive to your needs, we also like to deliver what we promise within the timeframes and budgets we have allowed. If you ask us to add new features to your website while we are building it, we will most likely ask why? If we all agree that your new request will help us achieve our objectives then we will be more than happy to oblige. If this new feature is something you would like to add to your website but is not directly tied to your original objectives then we will suggest to schedule it for a second iteration of the website once it has been launched. This will require a new proposal.

Payment terms

Our payment terms are as follows:

All build and hosting fees are due on engagement and agreement of project inclusions. Work can only begin upon cleared funds or an approved PO.

Your support and renewal date will commence from the date the website goes live.

If you are paying monthly on a 12-month contract package, you will be invoiced in the month prior to the fee falling due and it must be paid by the last day of the month.



Payment is to be made by BACs or cheque in GBP. We do not accept credit or debit card. Any failure to meet these payment terms will result in the deactivation of your site until the cleared fees are received.

If we are inputting content for you and are unable to supply all of the right content at each stage we require, it does not mean we have not done our job. Once the site has been built & tested and is ready to go live, either with your content or placeholder images and dummy text, we will issue the final invoice. Once the final invoice is paid we will 'hand over the keys' and make the site live to the public internet but will ensure that you are fully trained to maintain the content yourself thereafter.

If any final invoice is not paid within the credit terms we have given you, we are under no obligation to keep the site on our testing server or continue with the project in anyway.

Renewals

Your hosting, support and any extra services, such as domain name registrations are annually renewable and you will be sent an invoice 60 days prior to the expiration date of your annual service contract. If payment is not received by the due date, your service will be suspended until the payment is made.

All sound good? The next steps:

To accept the proposal by replying in writing with your acceptance of the proposal.

- 1) Please reply by email to the person you received the proposal from notifying them of your intention to accept the proposal.
- 2) We will send you our KYC (Know Your Customer) questionnaire to perform our required due diligence and gather necessary information to begin the project.
- 3) We will send you an invoice for the work along with an engagement letter for signing. This will set out a schedule of works.
- 4) Submit your payment of the project fees. We prefer a BACs payment rather than a cheque to avoid the need to go to the bank.

Once these steps have been completed, we will begin the project.

Terms, service level agreement (SLA) and definitions

The full terms & conditions of our service, to which you are agreeing, are available on our website here www.aubergine262.com/terms-of-trade, along with our Service Level Agreement (SLA) & definitions.

What Do Both Parties Agree To Do?

As our customer, you have the power and ability to enter into this contract on behalf of your company or organisation. You agree to provide us with everything that we'll need to complete the project – including text, images and other information – as and when we need it and in the format we ask for. You agree to review our work, provide feedback and approval in a timely manner too.



Prices at the beginning of this document are based on the amount of work we estimate we'll need to accomplish everything that you have told us you want to achieve. If you do want to change your mind, add extra pages or templates or even add new functionality, that won't be a problem.

However, you will be charged accordingly and these additional costs will need to be agreed to before the extra work commences. This additional work will affect deadlines and they will be moved accordingly.

We'll be up front about all of this if and when it happens to make sure we're all on the same page before proceeding. We may also ask you to put requests in writing so we can keep track of changes.

If the nature or functions of the project change significantly throughout the process, we reserve the right to deem the current project cancelled. At this point you will pay us in full for all the work we have done and may commission us to complete the new project based on the new requirements. This will require a new quote and contract.

Technical Support

You may already have professional website hosting, you might even manage that hosting in-house; if that's the case, great. If you don't manage your own website hosting, or your current hosting environment does not support the solution we are providing, we can provide you with professional, business-class WordPress hosting for your website. The basic hosting package includes 2 hours free support during the time of your hosting that can be used against general support, bug-fixing or guidance you may need. All support requirements outside of the use of these 2 hours will require you to provide us with a full specification of your requirements against which we will issue a quotation for the work. Any work we provide as part of a separate contract of service falls without our standard terms of support and service.

If you require technical support services that exceed 2 hours annually, we recommend you discuss these requirements with us and a suitable support plan can be provided at additional cost.

Service level agreement (SLA)

We provide our support services in accordance with our service level agreement. The full description of what support is provided and when, along with the definition of terms, can be found here:

www.aubergine262.com/terms

Legal stuff

We can't guarantee that the functions contained in any web page templates or in a completed website will always be error-free and so we can't be liable to you or any third party for damages, including lost profits, lost savings or other incidental, consequential or special damages arising out of the operation of or inability to operate this website and any other web pages, even if you have advised us of the possibilities of such damages. If any provision of this agreement shall be unlawful, void, or for any reason unenforceable, then that provision shall be deemed severable from this agreement and shall not affect the validity and enforceability of any remaining provisions.

GDPR – General Data Protection Regulation compliance

It is your responsibility to ensure that your website remains GDPR compliant. The website will be launched and conform to GDPR compliance guidance, but we cannot be responsible for any aspect once it is launched. You must maintain your own data protection review processes to ensure that any data you capture on the site conforms to current laws. If we are your website hosts, as Data Processors, we



will share with you our Privacy Statement that explains ours and your responsibilities in relation to GDPR.

Copyrights

You guarantee to us that any elements of text, graphics, photos, designs, trademarks, or other artwork that you provide us for inclusion in the website are either owned by your good selves, or that you have permission to use them.

When we receive your final payment, copyright is automatically assigned as follows:

You own the graphics and other visual elements that we create for you for this project. If you like, we'll give you a copy of all files and you should store them really safely as we are not required to keep them or provide any native source files we used to make them.

You also own text content, photographs and other data you provided, unless someone else owns them. We own the HTML markup, CSS and other code and we license it to you for use on only this project. We love to show off our work and share what we have learned with other people, so we reserve the right to display and link to your completed project as part of our portfolio and to write about the project on websites, in magazine articles and in books about web design.

But where's all the horrible small print?

Just like a parking ticket, you can't transfer this contract to anyone else without our permission. This contract stays in place and need not be renewed. If, for some reason, one part of this contract becomes invalid or unenforceable, the remaining parts of it remain in place. Although the language is simple, the intentions are serious, and this contract is a legal document under exclusive jurisdiction of the courts of the United Kingdom.

Our full terms and conditions can and must be read at: www.aubergine262.com/terms If you have a few questions give us a call on 07810 753878 as it makes sense to talk over the finer detail in person.



Aubergine 262 Ltd, 12 Church Square, Leighton Buzzard, Bedfordshire, LU7 1AE. 01525 373020. Offices: Leighton Buzzard, Milton Keynes and London. Visit our website: www.aubergine262.com

This proposal is prepared in good faith and knowledge provided and is subject to our terms of business, EO&E.



Estimate

Tolleshunt D'Arcy Parish Council

Accessibility to WCAG 2.2 AA

Date: 15 August 2025
Job reference: TDPC/W/E4
Client: Tolleshunt D'Arcy
Parish Council

Description	£
Understanding	
1. Request access to backend to review theme and build.	
2. Install and run external evaluation tools and compile findings.	120.00
3. Scope works, make recommendations and set out schedule.	120.00
Sub-total (VAT to be included @ 20%)	£240.00
Application	
1. Following WAVE evaluation commence with fixes to each page.	
2. Check accessibility scoring utilising on-line APPs; Google Lighthouse and Accessibility Checker.	
3. Cross reference outcomes and complete all necessary tasks.	
4. Run external WAVE on all pages and confirm completion.	480.00 – 720.00
Reporting	
1. Complete report highlighting improved areas.	
2. Download external full report from Accessibility Checker validating all page updates.	
3. Run external Google Lighthouse report for all pages.	
4. Complete testing and compile all results in a report for Tolleshunt D'Arcy Parish Council.	
5. Update Accessibility page for users to link and test (optional).	240.00 – 360.00
Sub-total (VAT to be included @ 20%)	£720.00 – £1,080.00
Total (VAT to be included @ 20%)	£960.00 – £1,320.00

Invoicing will be made following the first **Understanding** stage. The Application and Reporting invoicing will follow upon completion.

The above costings are a guide only, hence the variations for both **Application** and **Reporting**. These will be confirmed and agreed before any works commence.

Subject to our standard terms and conditions, payment is due 30 days following the receipt of payment request. VAT will be charged at 20%. All design concepts and artwork remain the copyright © Phelan Barker Limited until payment is made in full.

Community Engagement Tolleshunt Darcy

[View in Power BI](#) ↗





Speed Enforcement

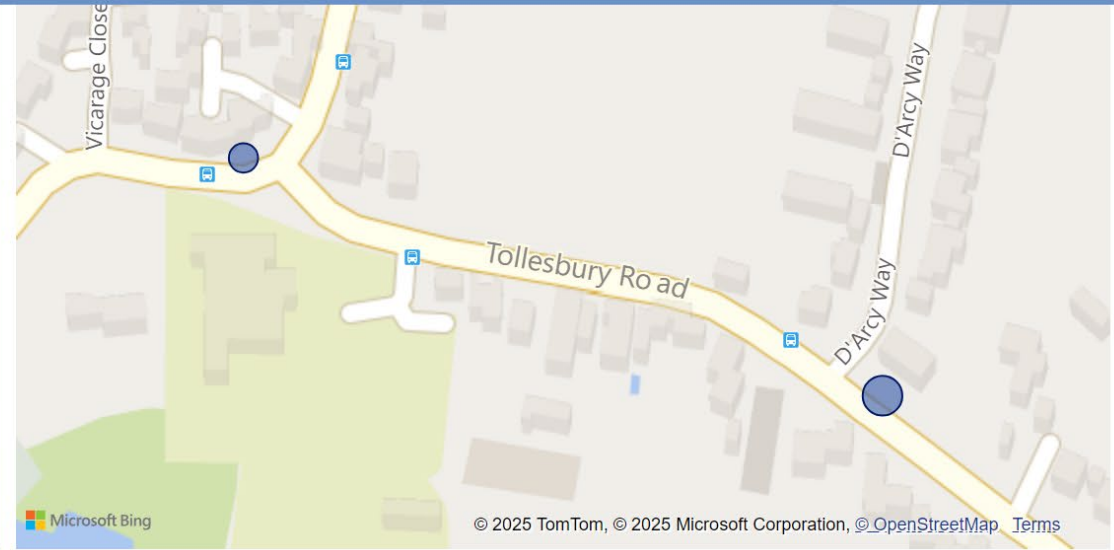
Tolleshunt D'arcy Parish Council

Filter Date

01/07/2025

24/07/2025

Patrol Location



Number of Patrols

3

Captures

15

Highest Speed Recorded

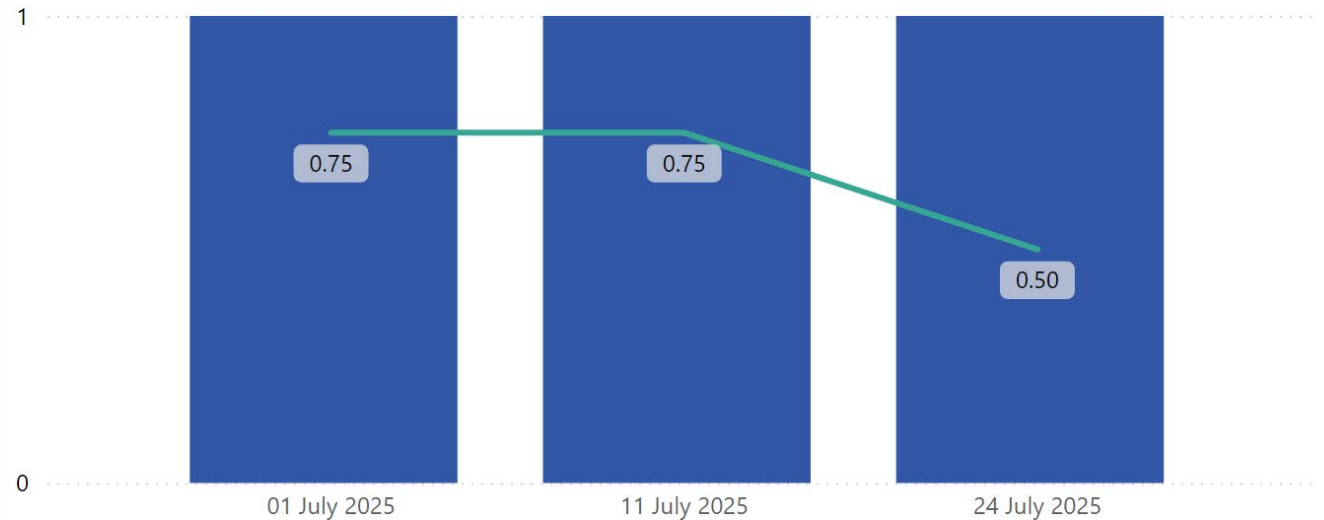
54

Speeds recorded in area

Site Name	Number of Patrols	Number of Captures	Highest Speed Recorded	Speed Limit
KELVEDON ROAD, NEAR J/W SOUTH STREET	1	1	54	40
TOLLESBURY ROAD, NEAR TO J/W D'ARCY WAY	2	14	47	30
Total	3	15	54	

Dates of Visits and How Long

● AM ● Duration in Hours





Speed Enforcement

Tolleshunt D'arcy Parish Council

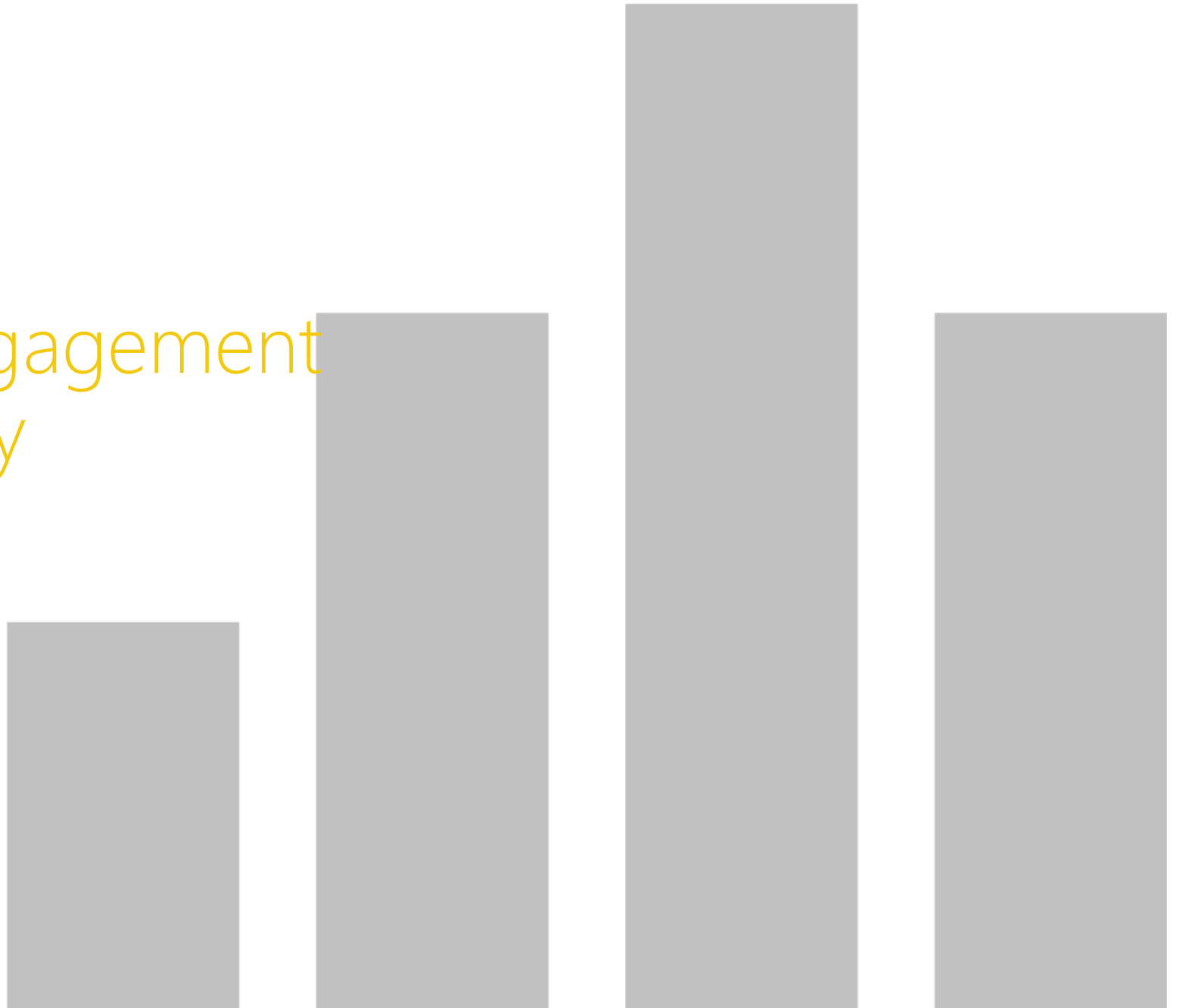
Speeds Patrol Detail

Date filters effect this visual

Site Code	Site Name	Start Time	Date	Duration (hh:mm)
M060/LCT512	TOLLESBURY ROAD, NEAR TO J/W D'ARCY WAY	10:25 AM	01 July 2025	0:45
T496/LCT228	KELVEDON ROAD, NEAR J/W SOUTH STREET	10:45 AM	11 July 2025	0:45
M060/LCT512	TOLLESBURY ROAD, NEAR TO J/W D'ARCY WAY	09:40 AM	24 July 2025	0:30

Community Engagement Tolleshunt Darcy

[View in Power BI](#) ↗





Speed Enforcement

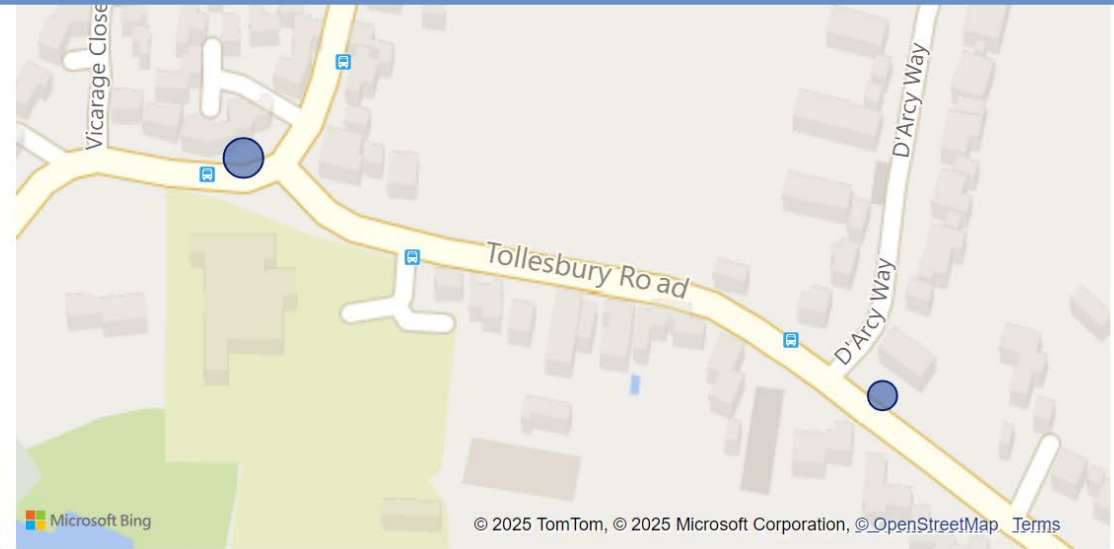
Tolleshunt D'arcy Parish Council

Filter Date

01/08/2025

17/08/2025

Patrol Location



Number of Patrols

3

Captures

7

Highest Speed Recorded

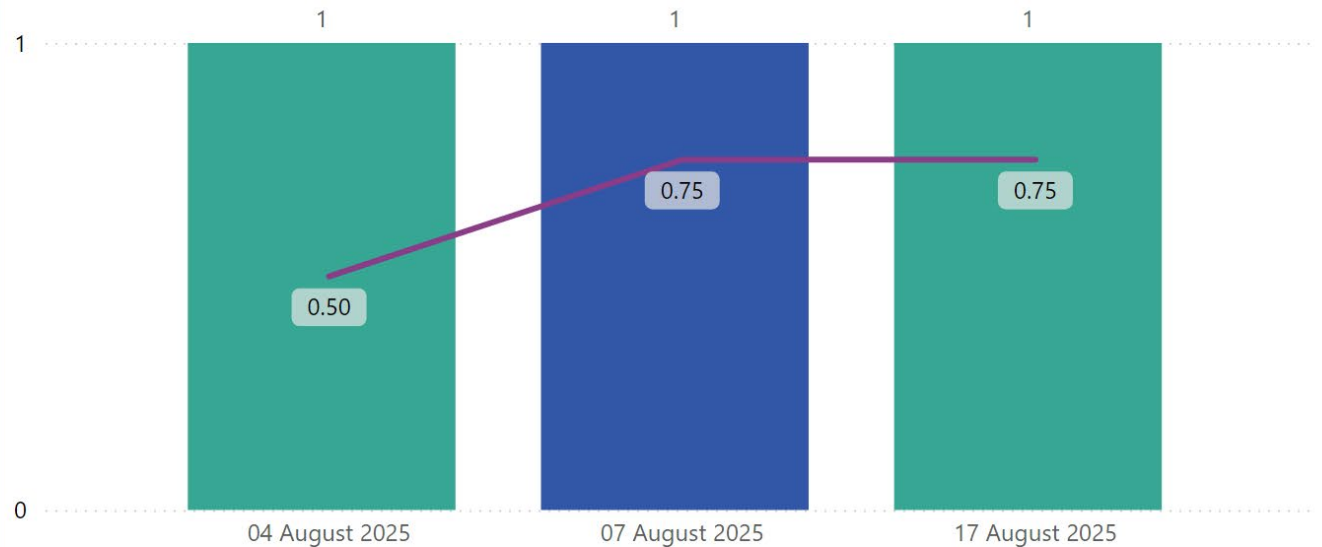
49

Speeds recorded in area

Site Name	Number of Patrols	Number of Captures	Highest Speed Recorded	Speed Limit
KELVEDON ROAD, NEAR J/W SOUTH STREET	2	3	49	40
TOLLESBURY ROAD, NEAR TO J/W D'ARCY WAY	1	4	38	30
Total	3	7	49	

Dates of Visits and How Long

● AM ● PM ● Duration in Hours





Speed Enforcement

Tolleshunt D'arcy Parish Council

Speeds Patrol Detail

Date filters effect this visual

Site Code	Site Name	Start Time	Date	Duration (hh:mm)
T496/LCT228	KELVEDON ROAD, NEAR J/W SOUTH STREET	04:50 PM	04 August 2025	0:30
T496/LCT228	KELVEDON ROAD, NEAR J/W SOUTH STREET	11:30 AM	07 August 2025	0:45
M060/LCT512	TOLLESBURY ROAD, NEAR TO J/W D'ARCY WAY	04:30 PM	17 August 2025	0:45