

Easton on the Hill Parish Council

Hibbins Cottage, The Green, Ketton, Stamford. PE9 3RA

Email; clerk@eastononthehill-pc.gov.uk

Dear Councillors,

Due to the end of legislation permitting remote meetings, Councillors are requested to physically attend the **Annual Meeting of the Parish Council** on

MONDAY 17th MAY 2021 at 7.00pm at **Easton Village Hall**, New Road, Easton on the Hill, when the following listed business will be transacted.

There are strict Covid-19 regulations still in place regarding social distancing and sanitising and you are required to adhere to the additional guidance that has been sent to you.

Members of the public can attend the meeting however numbers are limited and if the hall gets to capacity (20 people), then you will be refused entry and required to attend remotely via Zoom; passcode 84930721652 and id 408069

Yours sincerely,

Jenny Rice, Jenny Rice, Clerk and Responsible Finance Officer

AGENDA

21/17	TO ELECT A CHAIRMAN	
	Outgoing Chairman to take nominations and votes to resolve a new Chairman. In the event of a tie in votes, the outgoing Chairman has a casting vote. Once appointed, the new Chairman to sign the Declaration of Acceptance and chair this meeting.	
21/18	TO ELECT A VICE CHAIRMAN	
21/19	DECLARATIONS OF INTEREST	
	To receive all declarations of interest under the Council's Code of Conduct related to business on the agenda. Reminder to members to update their register if necessary. (Members should disclose any interests in the business to be discussed and are reminded that the disclosure of a Disclosable Pecuniary Interest will require that the member withdraws from the meeting room during the transaction of that item of business). There is no dispensation in place for Councillors with allotments.	
21/20	APOLOGIES FOR ABSENCE. To receive apologies sent to the Clerk and if accepted.	
21/21	PUBLIC PARTICIPATION	
	Arrangements will be made for the public to join the meeting in person if room, remotely or join by telephone call if they wish. PLEASE SEE THE DETAILS FOR THE MEETING ABOVE OR ON THE WEBSITE A max of 15 minutes will be permitted for members of the public to address the meeting on any item on the agenda. If necessary, outgoing Chairman to remind the public of the Public Speaking at Council and Committee Meetings policy.	
21/22	MINUTES OF THE LAST MEETING (previously circulated)	
	To confirm as correct the record of the minutes of the meeting held on Monday 12 th April 2021 and the Extraordinary meeting on 28 th April 2021, previously circulated.	
21/23	MATTERS ARISING from previous meeting.	
21/24	GOVERNANCE AND FINANCE	
	24.1	To ensure all Councillors sign a Declaration of Acceptance and complete Members' Interests form within 28 days. Plus consent to receive communication by email and GDPR compliance - copies to be provided.
	24.2	To review and agree all committees' and working group's members, herewith
	24.3	To review committees' terms of reference and resolve any changes, herewith
	24.4	To review Financial Regulations, herewith, and resolve to adopt
	24.5	To review Standing Orders, herewith, and resolve to adopt
	24.6	To review finance internal control checkers
	24.7	To review monthly/weekly asset checkers – form altered, herewith
	24.8	To agree notice board controller for minutes, agendas etc
	24.9	To agree bookings for training for new Councillors and Chairmen, dates circulated
	24.10	To review Council's annual risk assessment, herewith
	24.11	To resolve a new bank signatory Councillor
	24.12	To receive internal audit report and resolve any actions
	24.13	To review AGAR Governance Statements and Chairman and Clerk to sign the form
	24.14	To review AGAR Accounting Statements and Chairman to sign the form
	24.15	To agree dates for public to exercise rights to inspect accounts and forms to be submitted to external auditor as required
	24.16	To receive and review renewal notice for Came and Co insurance and resolve action
	24.17	To receive finance report for month and resolve any queries, herewith.

	24.18	To receive information on opportunity to have Council General Power of Competence and resolve action	
21/25	PLAYING FIELD IMPROVEMENT COMMITTEE (PFIC) AND GENERAL PF AND CRICKET CLUB ISSUES		
	25.1	To receive latest PFIC minutes and verbal update report from the Chairman and Clerk, including fundraising to date, latest grant application and family fun day.	
	25.2	To note and agree payment of invoices and ongoing emptying costs for signage/bins.	
	25.3	To receive and note final lease of land to the Cricket Club to be registered with the Land Registry, herewith.	
	25.4	To receive update regarding use of the playing field by Macca Sports in May half-term and resolve to agree a working party to look at hire agreement for Wittering Premier football club.	
	25.5	To receive notification that a ROSPA play equipment inspection is booked for June and resolve Cllr to accompany.	
	25.6	To receive and note notification of offer of grass cutting the PF and resolve response.	
21/26	REPORTS FROM REPRESENTATIVES		
	26.1	Trees and Greens Working Party a) To note new committee members and resolve action.	
	26.2	Checkers reports/village maintenance a) To receive checker report (including gym equipment) for April, herewith, and note actions needed of cleaning, shelter burn, bird spikes and agree who. Agree checker for May, currently Cllr Holwell.	
	26.3	Village Hall. To receive and note update, including consultation on alcohol licence.	
	26.4	Vehicle Activation Devices and Traffic Working Group. To note new members and resolve any action.	
	26.5	Joint Action Group/Police Liaison Representative (PLR) To receive latest report from group activity, herewith, and appoint PLR if needed.	
	26.6	Village Plan Working Party To resolve a way forward, considering a village needs survey and Parish Council action plan	
21/27	FREEDOM LEISURE ACTIVITY CAMPS – to receive details and resolve venue if possible		
21/28	ALLOTMENTS		
		To receive update from Allotment Manager	
21/29	PLANNING		
	29.1	To note minutes from Planning Committee meeting on 28 th April 2021, herewith, and responses.	
21/30	CLERK CORRESPONDENCE /INFORMATION TO NOTE: a) CLOCK DONATION FROM VILLAGE HALL AND QUOTE TO REPAIR CLOCK FACE b) CLERK INCREMENTAL POINT DUE WEF 1 ST APRIL. STAFFING COMMITTEE MEETING DUE/TBA		
21/31	ORDERS FOR PAYMENT		
	To agree payments to be made as follows;		
	31.1	To note Clerk has paid employer NI contributions in error and resolve to re-imburse payments made in last year totalling £112.09 for 20/21 – see attached	£112.09 tbc
	31.2	Playdale remainder of payment due	£10423
	31.3	Insurance premium	tbc
	31.4	Zoom subs share reimburse clerk	£7.99
	31.5	Stationery Clerk	£13.56
	31.6	Leics Gardens grass cutting contract payment made 26/4/21 and invoice due	£560
	31.7	Ink subs share reimburse Clerk.	£12.49
	31.8	Post install inspection £395 plus ROSPA The Close £68.50	£463.5 plus vat
	31.9	HMRC employer payment , tax/NI deducted from salary, including employer NI	£15.61
	31.10	Clerk mileage for April 2021	£5.40
	31.11	Clerk’s salary £813.02 plus £27 home office less tax £3.20 NI £1.92, payable 31/5/2021	£834.90
	31.12	New signs for play area and new bin if necessary.	£117.29
	31.13	SSE Electricity bill	£131.51
21/32	RECEIPTS	To note income received; Donations from K Cox and direct to bank account for PFIC project Grant from Maud Elkington Precept Donation from Village Hall towards clock repair	£533.55 £750 £34148 £250
21/33	DATE OF NEXT MEETINGS To note that the date of the next Parish Council meeting is Monday 14 th June 2021 at 7pm. Next PFIC meeting is 3 rd June at 8pm. Next Planning Committee meeting 26 ^h May 2021 at 7pm. See website for details.		