

Easton on the Hill Parish Council

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

Email; clerk@eastononthehill-pc.gov.uk

Dear Councillors,

You are summonsed to attend the **Annual Meeting of the Parish Council** on **MONDAY 9th MAY 2022** at 7.00pm at **Easton Village Hall**, New Road, Easton on the Hill, when the following listed business will be transacted.

Yours sincerely,

Jenny Rice, Jenny Rice, Clerk and Responsible Finance Officer

Date: 4/5/22

AGENDA

22/1	TO ELECT A CHAIRMAN
	Outgoing Chairman (or Vice 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 <i>sign the Declaration of Acceptance</i> and chair this meeting.
22/2	TO ELECT A VICE CHAIRMAN
22/3	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.
22/4	APOLOGIES FOR ABSENCE. To receive apologies sent to the Clerk. Check attendance for qualification.
22/5	PUBLIC PARTICIPATION
	Arrangements will be made for the public to join the meeting. 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.
22/6	MINUTES OF THE LAST MEETING (previously circulated)
	To confirm as correct the record of the minutes of the meeting held on Monday 11th April 2022, previously circulated. Chairman to sign.
22/7	MATTERS ARISING from previous meeting.
22/8	GOVERNANCE AND FINANCE
	8.1 To review and agree all committees' and working group's members, herewith
	8.2 To review committees' terms of reference and resolve any changes, herewith
	8.3 To note Financial Regulations and Standing Orders were reviewed at the last meeting and adopted.
	8.4 To review finance internal control checkers.
	8.5 To note monthly/weekly equipment checkers mainly done by Playing Field Management Committee now. To decide to continue same system for defib checks and Spring Close.
	8.6 To agree notice board controller for minutes, agendas etc
	8.7 To agree bookings for training for new Councillors and Chairmen, dates circulated
	8.8 To review Council's annual risk assessment, herewith
	8.9 To check bank signatory Councillors and arrange for more if needed.
	8.10 To receive internal audit report and resolve any actions, herewith.
	8.11 To review AGAR Governance Statements and Chairman and Clerk to sign the form, previously circulated.
	8.12 To review AGAR Accounting Statements and Chairman to sign the form, previously circulated.
	8.13 To agree dates for public to exercise rights to inspect accounts and forms to be submitted to external auditor as required, herewith.
	8.14 To receive and review renewal notice for Gallagher insurance, against other quotes received, and decide which to accept, circulated.
	8.15 To receive finance report for April and resolve any queries, herewith.
	8.16 To check Council still meets the criteria for having the General Power of Competence, herewith.
	8.17 To receive feedback from the Annual Parish Meeting and resolve any issues arising.
	8.18 To agree to pension scheme for the Clerk as reached threshold to auto-enrol and note intended immediate withdrawal from scheme.
	8.19 To receive, note and review Parish Council action plan for 22/23 and agree any other future projects.

22/9	PLAYING FIELD MANAGEMENT COMMITTEE (PFMC), CRICKET CLUB AND THE DRIFT		
	9.1	To receive latest PFMC minutes and update from the Chairman and resolve any queries, herewith.	
	9.2	To receive and note Cricket Club accounts and minutes from AGM plus rent invoice and resolve any queries.	
	9.3	To receive proposal re signs for the Drift and resolve to proceed.	
22/10	REPORTS FROM REPRESENTATIVES		
	10.1	Trees and Greens Working Party a) To receive update regarding Spring Clean and volunteers	
	10.2	Checkers reports/village maintenance a) To receive checker report for April and note new arrangements agreed above from May/June. b) To note revised check form for separate checks, PF/Close and rest, to be agreed. c) To note pond risk assessment and agree to a ROSPA inspection.	
	10.3	Village Hall. To receive and note latest update, herewith.	
	10.4	Vehicle Activation Devices and Traffic Working Group. a) To receive and note latest update including issue raised at Parish Meeting and responses. b) To consider Community Speedwatch scheme – information herewith - and decide action.	
	10.5	Joint Action Group/Police Liaison Representative (PLR) To receive latest report from group activity and meeting on 20/4/22, plus latest Police, Fire and Crime Commissioner newsletter, herewith, and appoint PLR if needed.	
	10.6	Village Plan Working Party To receive and note updated plan, herewith.	
22/11	ALLOTMENTS		
	11.1	To receive any update from Allotment Manager, P Bates	
22/12	ASSET MAPPING PROJECT AND REGISTRATION OF LAND OPTION		
	12.1	To receive and note update plus option to use company to assess parish land ownership and current situation re land registered, herewith.	
22/13	PLANNING		
	13.1	To note minutes from Planning Committee meeting on 21/4/22, herewith, and responses.	
	13.2	To note recent presentation from HSL and request to hold a village consultation meeting and note additional information from Planning NNC and decide action necessary, herewith.	
	13.3	To note update on planning application for war memorial rebuild.	
22/14	CLERK CORRESPONDENCE /INFORMATION TO NOTE: a) NNC Leader Update, circulated. Scams regarding £150 payment.		
22/15	ORDERS FOR PAYMENT		
	To agree payments to be made as follows;		
	15.1	Reimburse Clerk for HP ink plans. New one started for e printer £2.99. Other one revised/shared with other PCs £12.06	£15.05
	15.2	HMRC employer/ee payment, to be calculated early May	£tbc
	15.3	Re-imburse Clerk for cotton tape for archives	£13.20
	15.4	Clerk mileage for April	£10.80
	15.5	SSE Electricity bill as per contract	tbc
	15.6	Planning application fee cheque submitted in April	£117
	15.7	Grass cutting as per contract	£tbc
	15.8	Room hire	£66
	15.9	Clerk salary payable 31/5/22 £843.70 plus £26 home office less HMRC tax/NI	£tbc
22/16	RECEIPTS	To note income received; Hire income from WFC for April, last one, received Reclaim of VAT from HMRC Rent from Cricket Club due Precept from NNC	£180 £570.36 £14.58 due £35172
22/17	DATE OF NEXT MEETINGS To note that the date of the next Parish Council meeting is Monday 13 th June 2021 at 7pm. Next PFMC meeting is 26 th May at 7.30pm at the Priest House. Next Planning Committee meeting 19th May 2021 at 8.30pm. See website for details.		