

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 **WEDNESDAY 17th MAY 2023** 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: 11/5/23

AGENDA

23/17	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.
23/18	TO ELECT A VICE CHAIRMAN
23/19	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).
23/20	APOLOGIES FOR ABSENCE. To receive apologies sent to the Clerk.
23/21	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. Chairman to remind Councillors of one of the Seven Nolan Principles of Public Life.
23/22	MINUTES OF THE LAST MEETING (previously circulated)
	To confirm as correct the record of the minutes of the meeting held on Wednesday 12th April 2023, previously circulated. Chairman to sign.
23/23	MATTERS ARISING from previous meeting.
23/24	GOVERNANCE AND FINANCE
	24.1 To review and agree all committees' and working group's members, herewith.
	24.2 To review committees' terms of reference and resolve any changes, herewith, for Planning, PFMC. (Complaints, Finance and Staffing Committees to be carried over.)
	24.3 To receive, review and agree to adopt Financial Regulations and Standing Orders, herewith.
	24.4 To review Councillor finance internal control checkers, currently as per monthly defib checker.
	24.5 To agree notice board controller for minutes, agendas etc
	24.6 To agree any new bookings for training for Councillors and Chairmen.
	24.7 To review Council's annual risk assessment, herewith.
	24.8 To check bank signatory Councillors and arrange for more if needed.
	24.9 To receive AGAR internal audit report and resolve any actions, herewith.
	24.10 To review AGAR Governance Statements and Chairman and Clerk to sign the form, herewith.
	24.11 To review AGAR Accounting Statements and Chairman to sign the form, previously circulated and herewith.
	24.12 To agree dates for public to exercise rights to inspect accounts and forms to be submitted to external auditor as required, herewith.
	24.13 To receive and review asset register for renewal notice for Gallagher insurance (in long-term agreement), against the budget and decide to accept, circulated.
	24.14 To receive finance report for April and resolve any queries, herewith.
	24.15 To receive feedback from the Annual Parish Meeting and resolve any issues arising.
	24.16 To review action plan and agree any other future projects for 23/24, herewith.
	24.17 To receive and note update on Councillor vacancies and request for bi-election/vacancy notice.
	24.18 To note auditor advice to only have PC items on expenses claim forms and to avoid Cllr claims if can.
	24.19 To agree to Clerk getting service for laptop due to battery power issues.
23/25	PLAYING FIELD MANAGEMENT COMMITTEE (PFMC), CRICKET CLUB AND THE DRIFT

	25.1	To receive latest PFMC minutes if available from meeting on 12/5/23 and update from the Chairman and resolve/agree any queries, herewith, including; <ul style="list-style-type: none"> a) car park expenditure/plan of action b) note survey/questionnaire c) agree power supply project balance of payment split of £1639.50 d) grant from Football Foundation 	
	25.2	To receive and note Cricket Club situation on accounts and minutes from AGM if available, plus rent invoice paid and resolve any queries and changes. To resolve whether to split charge of £428 for registering lease 50/50 with Cricket Club, as per lease itself.	
	25.3	To receive and note Family Day on 17/6/23 from 12 midday by Wittering Premier Football Club and community team, plus BBQ and games/bar.	
23/26	REPORTS FROM REPRESENTATIVES		
	26.1	Trees and Greens Working Party <ul style="list-style-type: none"> a) To receive feedback from Big Help Out/Spring Clean day on 8/5/23. b) To receive and note feedback re "Nature Recovery" from Rockingham Forest Vision visit and agree any actions, considering possible Nature Recovery Group. 	
	26.2	Checkers reports/village maintenance <ul style="list-style-type: none"> a) To receive checker report for April and address any issues raised. b) To receive detailed proposals re fencing from Cllr Woodman and agree, herewith/circulated. To note old fencing to replace other broken fencing reported. c) To note Polish War Memorial build progress and discuss/agree plan of action regarding event in September, PC/insurance etc. 	
	26.3	Village Hall. To receive and note latest update, herewith.	
	26.4	Vehicle Activation Devices and Traffic Working Group. <ul style="list-style-type: none"> a) To receive and note latest data from devices. 	
	26.5	Joint Action Group/Police Liaison Representative (PLR) To receive latest report from meetings.	
	26.6	Local Area Partnership (LAP) To receive and note feedback from first LAP meeting at North Northants, Cllr Firth, circ and herewith	
23/27	ALLOTMENTS		
	27.1	To receive any update from Allotment Manager, P Bates. To note Damson tree to be checked.	
23/28	COMMUNITY ENGAGEMENT		
	28.1	To receive and note request to have a stall at the gala on 29/5/23 and plan content, rota etc. Cllr Firth offered.	
23/29	PLANNING		
	29.1	To note minutes and/or feedback from latest Planning Committee meeting, 17/5/23.	
23/30	CLERK CORRESPONDENCE /INFORMATION TO NOTE: <ul style="list-style-type: none"> a) Invite for Chairman to Annual Dinner at RAF Wittering on 22/6/23. 		
23/31	ORDERS FOR PAYMENT		
	To agree payments to be made as follows;		
	31.1	Clerk reimburse for HP ink plans. New one started for e printer £4.49. Other one revised/shared with other PCs £11.69, new amount.	£16.18
	31.2	HMRC employer NI payment	£11.36
	31.3	Clerk mileage for April	£5.40
	31.4	SSE Energy electricity bill as per contract for March 2023	£114.46
	31.5	Leics Gardens grass cutting April as per contract	tba
	31.6	Village hall, room hire	£37
	31.7	J Rawlinson Caretaker invoice for April	£60
	31.8	Clerk salary payable 31/5/23 £840.32 plus £26 home office less HMRC tax/NI	£866.32
	31.9	National Grid for power project	£13967.40 paid
	31.10	Wellers Hedley for half of cost of registering CC lease with land registry	£214 tba
	31.11	National Grid for half of cost of power supply project shortfall in funds of	£819.75
	31.12	Reimburse Cllr Woodman for goal corners to repair community goals	£46.91
23/32	RECEIPTS	To note income received; Hire income from WFC for April and last invoice due. Reclaim of VAT from HMRC submitted and received 25/4/23 Rent from Cricket Club received 25/4/23 Precept from NNC	£180 £2274.32 £10 £38847
23/33	DATE OF NEXT MEETINGS To note that the date of the next Parish Council meeting is Monday 12th June 2023 at 7pm. Next PFMC meeting is tbc. Next Planning Committee meeting is tbc. See council website for details www.eastononthehill-pc.gov.uk		

