

# 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 **MEETING OF THE PARISH COUNCIL** on **MONDAY 13<sup>th</sup> MAY 2024** 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 Financial Officer

Date: 8/5/24

## A G E N D A

<b>24/17</b>	<b>TO ELECT A CHAIRMAN</b>	Current Chairman (or Vice Chairman) to take nominations and votes for Chairman and elect. 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.
<b>24/18</b>	<b>TO ELECT A VICE CHAIRMAN</b>	
<b>24/19</b>	<b>DECLARATIONS OF INTEREST</b>	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).
<b>24/20</b>	<b>APOLOGIES FOR ABSENCE.</b>	To receive apologies sent to the Clerk.
<b>24/21</b>	<b>PUBLIC PARTICIPATION</b>	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.
<b>24/22</b>	<b>MINUTES OF THE LAST MEETING</b> (previously circulated)	To confirm as correct the record of the minutes of the last meeting held on 8 <sup>th</sup> April 2024, previously circulated. Chairman to sign.
<b>24/23</b>	<b>MATTERS ARISING from previous meeting.</b>	
<b>24/24</b>	<b>GOVERNANCE AND FINANCE</b>	
	<b>24.1</b>	To review and agree all committees' and working groups' members, herewith.
	<b>24.2</b>	To review committees' and working groups terms of reference and resolve any changes, herewith, for Playing Field, Planning, Complaints, Finance and Staffing Committees.
	<b>24.3</b>	To receive, review and agree to adopt (new) Financial Regulations (to follow) and Standing Orders, herewith.
	<b>24.4</b>	To review Councillor finance internal control checkers, currently as per monthly defib checker.
	<b>24.5</b>	To review Council's annual risk assessment, <b>herewith</b> .
	<b>24.6</b>	To check bank signatory Councillors and arrange for more if needed.
	<b>24.7</b>	To note Joint Panel on Accountability and Governance Practitioner's guide changes to be aware of for Annual Governance and Accountability Return (AGAR) signing.
	<b>24.8</b>	To receive AGAR internal audit report and resolve any actions, <b>herewith</b> .
	<b>24.9</b>	To review AGAR Governance Statements and Chairman and Clerk to sign the form, <b>herewith</b> .
	<b>24.10</b>	To review AGAR Accounting Statements and Chairman to sign the form, previously circulated and <b>herewith</b> .
	<b>24.11</b>	To agree dates for public to exercise rights to inspect accounts and forms to be submitted to external auditor as required, <b>herewith</b> .
	<b>24.12</b>	To receive and review asset register for insurance quotes and cover against the budget and resolve which to accept, <b>circulated</b> .
	<b>24.13</b>	To receive finance report and internal checks for April and resolve any queries, including transfer amount to instant access account for greater interest. <b>herewith</b> .

	<b>24.14</b>	To receive feedback from any training attended, including the Roles and Responsibilities training and Annual Parish Meeting and resolve any issues arising, and consider any new bookings for training.
	<b>24.15</b>	To receive and note update on Councillors/ vacancies and resolve any further action.
	<b>24.16</b>	To note criteria for General Power of Competence still met (2/3rds of councillors are elected and Clerk Cilca qualified)
<b>24/25</b>	<b>PLAYING FIELD AND PLAYING FIELD WORKING GROUP</b>	
	<b>25.1</b>	<ul style="list-style-type: none"> <li>a) To hear update on the car park situation and remedy suggestion and agree next steps.</li> <li>b) To receive and note update from PFWG – herewith – and discuss any queries including proposal for ad hoc bookings changed criteria, C/F.</li> <li>c) To note no TV licence required as only used as a monitor.</li> <li>d) To agree increase in costs for cladding supplies, from PC reserves, of £187.09 and increase on quote to fit of £389.35 for flashing.</li> <li>e) To note quotes from K Cox, Handiman, exclusive of VAT and to discuss/agree PC buy materials and reclaim VAT. Clerk to check this.</li> <li>f) To note insurance cover for “tower” hired for cladding work by K Cox, can be covered temporarily by PC insurance.</li> <li>g) To note Augean agreement/contract for grant and works in place for flooring and cladding to start early June.</li> <li>h) To note quote for asbestos removal by PremiAir in progress, to be approved.</li> <li>i) To note replacement roof quotes received - one quote from K Cox of £1376.88.</li> <li>j) To note Addida agreement signed and returned and agree insurance and safety/security arrangements for work on the wicket.</li> <li>k) To receive and note information regarding insurance for hiring of equipment and cladding work and agree suitable arrangements.</li> <li>l) To receive and note play/gym equipment checks feedback and also health and safety checks for the pavilion and agree any actions and expenditure, including £150 to fit post at The Close. <b>Summary to follow.</b></li> <li>m) To note fire extinguisher company recommend annual service still needed and agree action.</li> <li>n) To note ROSPA play safety equipment inspection due in June.</li> </ul>
<b>24/26</b>	<b>PLANNING COMMITTEE (Cllr Lawson, Cllr Mountain, Cllr McAllister, Cllr Watson and Cllr Woodman)</b>	
	<b>26.1</b>	To hear of and note any planning applications/issues from committee if any meeting held.
<b>24/27</b>	<b>REPORTS</b>	<b>FROM REPRESENTATIVES</b>
	<b>27.1</b>	<b>Checkers reports/village maintenance</b> <ul style="list-style-type: none"> <li>a) To receive checker reports from Cllr Nicol for April and address any issues raised. Cllr Watson is for May.</li> <li>b) To note any new reports of village maintenance eg blanket weed clearance at pond/Spring Close and lifebelt depending on insurance requirements. To note flytipping reported, and agree action.</li> </ul>
	<b>27.2</b>	<b>Village Hall</b> <ul style="list-style-type: none"> <li>1) To note any update from Cllr Green representative.</li> </ul>
	<b>27.3</b>	<b>Joint Action Group and Police Liaison Representative</b> <ul style="list-style-type: none"> <li>1) To note feedback from election day for new Police, Fire and Crime Commissioner.</li> <li>2) To note PLR Conference details, 25/6/24 7-9pm online.</li> </ul>
	<b>27.4</b>	<b>Traffic Working Group</b> <ul style="list-style-type: none"> <li>1) To note application for new device submitted and other speed signs checked amid complaint over “new” 30mph signs.</li> </ul>
<b>24/28</b>	<b>ALLOTMENTS</b>	
	<b>28.1</b>	To receive update from Allotment Manager, including terms and conditions for some tenants still to be signed.
<b>24/29</b>	<b>TREES AND GREENS WORKING GROUP (INCL NATURE RECOVERY) (Cllr Green, Cllr Mountain, Cllr Holwell and Cllr Bates)</b>	
		<ul style="list-style-type: none"> <li>a) To receive and note feedback from the latest Nature Recovery Group meeting and agree actions, herewith.</li> </ul>

- b) To receive and note any new feedback from Trees and Greens Group including new, free fruit trees offer.
- c) To agree a rota for the NRG stall at the gala on May 27<sup>th</sup>.

<b>24/30</b>	<b>VILLAGE FLAGPOLE</b>	
	To note update on the planning implications.	
<b>24/31</b>	<b>COMMUNITY SUPPORT/ENGAGEMENT/ISSUES</b>	
	<ul style="list-style-type: none"> <li>a) To suggest and agree any specific items for June's What's on the Hill</li> <li>b) To note Family Day at PF 8/9/24</li> </ul>	
<b>24/32</b>	<b>CLERK CORRESPONDENCE /INFORMATION TO NOTE:</b>	
	<ul style="list-style-type: none"> <li>a) NNC Town and Parish Forum 16/5/24 6.30pm, previously circulated.</li> <li>b) Resident complaint re disabled parking at The Close, agree response/action.</li> <li>c) Portrait of the King ordered.</li> <li>d) EDF Energy contract fixed rates to end on 13/7/24 – new rates to be sought.</li> </ul>	
<b>24/33</b>	<b>ORDERS FOR PAYMENT</b>	
	To agree payments to be made as follows;	
<b>33.1</b>	Clerk reimburse for HP ink plans. E printer £4.49 plus one shared with other PCs £8.57.	£13.06
<b>33.2</b>	Clerk reimburse for Microsoft package May	£5.99
<b>33.3</b>	HMRC employer NI payment and any employee tax payment May	£tbc
<b>33.4</b>	Clerk mileage for April	£8.10
<b>33.5</b>	Yu Energy electricity bill as per contract, paid by direct debit. May	£360.02 and £16.97
<b>33.6</b>	EDF Briars electricity for street lighting	£tbc
<b>33.7</b>	EDF Energy for pavilion to 1/4/24 usage charged to WPFC	£21.82
<b>33.8</b>	Village hall hire	£61
<b>33.9</b>	Clerk salary payable 31/5/24 £892.53 or tba plus home office £26 less tax £7	£911.53
<b>33.10</b>	Multipay card monthly fee and bank charges	£6
<b>33.11</b>	Safe Lincs Defib electrodes – two sets needed	£711.79 inc vat of £118.63
<b>33.13</b>	Glasdon for new dog poo bin at pavilion	£153.83
<b>33.14</b>	Mountain Recycling payment by DD paid 29/4/24	£63.48- being queried £49.20 new rate
<b>33.15</b>	Grounds Maintenance Contractor invoice for April	£255 (17 hours)
<b>33.16</b>	Leics Gardens for grass cutting	£160 plus tbc
<b>33.17</b>	NCALC and auditor subs	£911.65
<b>33.18</b>	NCALC training, whole council and annual PC meeting (Chairman)	£342
<b>33.19</b>	New Health and Safety/maintenance, including Cllr Woodman padlock	tba
<b>24/34</b>	<b>RECEIPTS</b>	<p><b>To note income received;</b> Blackstones Juniors hire fee for pitch  WPFC pavilion hire charge March  WPFC utility bill payments</p> <p>Precept from NNC  Hire of pitch/pavilion Wittering WPFC for April due</p>
		£60 received 9/4/24 £300 received 25/4 £40.20 received 25/4 £81.60 received 25/4 £40012 received 19/4
<b>24/35</b>	<b>STAFFING ISSUE</b>	To close the meeting to the public for reasons of confidentiality.
	<b>35.1</b> To hear feedback from staffing committee on the clerk's appraisal and recommendations for objectives and any pay/hours or other contractual changes and agree action. Clerk annual leave 16/5 to 21/5	
<b>24/36</b>	<b>DATE OF NEXT MEETINGS</b> To note that the date of the next meeting is the <b>10<sup>th</sup> June 2024</b> at 7pm. Next Planning Committee meeting is to be agreed, dependent on above. See council notice board or website for details <a href="http://www.eastononthehill-pc.gov.uk">www.eastononthehill-pc.gov.uk</a>	