

Easton on the Hill Parish Council

Turves Barn, Whitepost Road South, Eye, Peterborough, PE6 7SW

Email: clerk@eastononthehill-pc.gov.uk

Date: 1 April 2019

Dear Councillors,

You are hereby summoned to a meeting of Easton on the Hill Parish Council at The Village Hall, New Road Easton on the Hill on **Monday 8 April 2019** at 7.00pm when the under mentioned business will be transacted.

Yours sincerely

Alison Benfield

Alison Benfield BA (Hons) FSLCC
Locum Clerk

A G E N D A

18/274	APOLOGIES FOR ABSENCE
	To receive and note apologies for absence
18/275	DECLARATIONS OF INTEREST
	To receive declarations of interest under the Council's Code of Conduct related to business on the agenda. (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).
18/276	PUBLIC PARTICIPATION
	A maximum of 15 minutes is permitted for members of the public to address the meeting
18/277	MINUTES
	To confirm as a correct record the minutes of the meeting held on Monday 11 March 2019 (copy herewith)
18/278	RAF WITTERING
	278.1 To receive information from Squadron Leader Knights regarding the RAF Wittering Families' Day to take place on 13 July 2019
	278.2 To receive communication from AMEY regarding RAF Wittering Tree Management Plan (copy herewith)
	278.3 To receive communication from Wing Commander M S A Ainsworth MA RAF regarding proposed sites for Red Arrow Team due to closure of RAF Scampton (copy herewith)
18/279	GOVERNANCE MATTERS
	279.1 To note that a Code of Conduct complaint against a Member of EOTH considered by the ENC Deputy Monitoring Officer who has determined that it should proceed to investigation.
	279.2 To note that a Complaint has been received by the Locum Clerk from a resident against a Councillor and to consider what action should be taken to resolve the matter.
18/280	PLANNING APPLICATIONS
	To note the Planning Committee's informal review of the following planning application: -
	280.1 19/00399/FUL & LBC - Proposal : Single storey extension to rear of house and replace door on front of house at 4 High Street Easton On The Hill Stamford Northamptonshire PE9 3LR – no comments should be made
	280.2 18/02424/FUL - Proposal : Replace kitchen/dining room window with french doors at 2 Priory Court West Street Easton On The Hill Stamford Northamptonshire PE9 3LS – no comments should be made
	To consider comments on the following Planning Consultation
	280.3 Public Consultation - Land off Stamford Road, Easton on the Hill (copy herewith)
18/281	TREE SURVEY REPORT
	281.1 To receive verbal report from Cllr Rawlinson and the Clerk on the Spring Close site meeting held with the Arborist and email summarising discussion of meeting (copy herewith)

	281.2	To agree actions to complete outstanding works as recommended within the report (see March supporting docs)
	281.3	To consider the formation of a policy on having work carried out on trees other than for safety and maintenance grounds (copy herewith)
	281.4	To consider residents request to reduce the height of a tree in Spring Close due to loss of light
18/282	ALLOTMENTS	
	282.1	To receive a verbal report from the Clerk on matters relating to the allotments since the last meeting.
	282.2	To consider adoption and implementation of the Allotment Rules, Tenancy Agreement and GDPR Allotment Privacy Notice (copy herewith)
18/284	CLERKS REPORT	
	284.1	To receive and note copies of correspondence (copies herewith) not previously circulated and confirm those should be brought back to Council for formal consideration – <ul style="list-style-type: none"> a) Village Hall Cttee – request for payment for additional use of Village Hall b) Troy Planning – Communication regarding Neighbourhood Planning support c) Peterborough City Council – Mineral and Waste Plan d) Northants ACRE – Village of the Year Awards
	284.2	To receive and note the Rolling Program (copy herewith)
	284.3	To receive and note update report from the Clerk on the ICO investigation into FOI Request dated October 2017 (verbal)
18/285	REPORTS FROM REPRESENTATIVES	
	285.1	a) Trees and Greens – Cllr Bates
		b) To receive complaint from resident following recent Ivy removal (copy herewith)
	285.2	Playing Field – Cllr Simpson
	285.3	Vehicle Activation Devices – Cllrs Forman & Rawlinson
	285.4	Checkers Report – Cllr Davies
	285.5	Village Hall – Cllr Simpson
	285.6	a) Playing Field Working Party – Cllrs Davies, Forman & Rawlinson
		b) To receive and note Working Party Terms of Reference and notes of first meeting (copy herewith)
	285.7	a) village Traffic & Speed Working Party – Cllrs Sharpe & Stokes
		b) To receive and note Working Party Terms of Reference and notes of first meeting (copy herewith)
	285.8	Village Plan Working Party – to nominate Councillor to represent Parish Council on Working Party
18/286	INTERNAL AUDITORS REPORT	
	To receive and note the Internal Auditor's report for the year ended 31 March 2019 (copy herewith)	
18/287	ANNUAL RETURN	
	To receive documentation (to follow) and to resolve:	
	287.1	That this Council formally notes its consideration and confirmation that it has maintained an adequate system of internal control throughout each financial year in accordance with Assertions 2 & 6 of the Governance statement contained in Section 4 of the Annual Return.
	287.2	That the Annual Governance Statement for 2018/19 be approved and signed (copy herewith)
	287.3	That the Accounting Statements for 2018/19 be approved and signed. (copy herewith)
	287.4	That following consideration of all the above documents, approval be given for the Annual Return to be signed by the Chairman and Locum Clerk/Responsible Financial Officer
18/288	APPOINTMENT OF INTERNAL AUDITOR FOR THE FINANCIAL YEAR 2019/20	
	To confirm the re-appointment of NCALC as Internal Auditors for the Financial Year 2019/20	
18/289	ORDERS FOR PAYMENT	
	To note and agree the following payments are made:-	
	Clerking Services – Wallbanger Ltd	£2404.86
	Administration costs – A Benfield	£18.10
	Bin emptying - ENC	£64.19
	Street light energy - SSE	£245.15
	Grass cutting – Leicestershire Gardens	£280.00
	Job advert – SLCC (agreed at March meeting)	£241.20
	Street light maintenance - Eon	£222.84

	To ratify payment made between meetings:-		
		SSE – Street light energy	£249.72
		Eon – Street light maintenance	£56.33
		D Barrett – annual cloud storage refund	£40.00
18/290	BANK RECONCILIATION		
	290.1	To receive and note Bank Reconciliation Report up to 28 February 2019 (copy herewith)	
	290.2	To receive and note Bank Reconciliation Report up to 31 March 2019 (copy herewith)	
18/291	BUDGET REPORT		
	To receive and note Budget Report up to 31 March 2019 (copy herewith)		
18/292	MATTERS FOR INFORMATION		
	292.1	To receive comment from Cllrs on matters affecting the village	
	292.2	To agree items to be brought to the next meeting from those matters raised above	
18/293	EXCLUSION OF PRESS AND PUBLIC		
	To resolve that the press and public are excluded from the meeting for the following items of business on the grounds that publicity would be prejudicial to the public interest by reason of the sensitive and/or confidential business to be transacted in accordance with s1(1) of the Public Bodies (Admissions to Meetings) Act 1960		
18/294	CHURCHYARD GATE REPLACEMENT		
	294.1	To receive a verbal report from Cllrs Forman and Simpson on their further investigations	
	294.2	To receive a report from the Clerk providing the results of quotations received for the replacement of the cemetery extension gates (to follow)	
	294.3	To confirm appointment of Company to replace the gates	
18/295	STAFFING MATTER		
	295.1	To receive written report from Cllr Hanson on behalf of the Appointment Panel (copy herewith)	
	295.2	To confirm appointment of new Clerk from Monday 8 April 2019 on SLCC/NALC Terms and Conditions of appointment starting on SCP18 (2019 scales).	
	295.3	To consider retaining Locum Clerk to assist new Clerk with handover for a period of 3 months.	
18/296	RE-ADMITTANCE OF PRESS AND PUBLIC		
	To resolve that as the sensitive and/or confidential business has been transacted that the press and public are re-admitted to the meeting in accordance with s1(2) of the Public Bodies (Admissions to Meetings) Act 1960		
18/297	DATE OF NEXT MEETING		
	To note that the date of the next meeting is Monday 13 May 2019		

Please note, this is a public meeting and you may be filmed, recorded and published.

Copies of Council minutes, agendas and associated documentation are available to download at www.eastononthehill-pc.gov.uk