

# EASTON ON THE HILL PARISH COUNCIL

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## Minutes of the Easton on the Hill Parish Council meeting

Held on Monday 12<sup>th</sup> August 2019 at 19.00 in the Easton on the Hill Village Hall

**Present** Councillors A Cutforth (Chairman) I Forman, J Ward, D Sharpe, E Hanson, W Davis, D Greaves, A O'Grady  
Clerk Miss J Rice  
Others 1 Member of the public was in attendance.

<b>19/60</b>	<b>WELCOME TO OUR NEW MEMBER, COUNCILLOR DEBBIE GREAVES.</b> A warm welcome was given to our new councillor, elected following a call for election for the 2 recent vacancies.
<b>19/61</b>	<b>APOLOGIES FOR ABSENCE</b> Apologies for absence were received, noted and accepted from Cllr Rawlinson and Cllr Bates
<b>19/62</b>	<b>DECLARATIONS OF INTEREST</b> Declarations of interest under the Council's Code of Conduct relating to business on the agenda were requested and none declared.
<b>19/63</b>	<b>PUBLIC PARTICIPATION</b> There was only one member of the public present and nothing was raised. A reminder of the Public Speaking at Council and Committee Meetings Policy was not necessary.
<b>19/64</b>	<b>MINUTES OF THE LAST MEETING (previously circulated)</b> Council confirmed accuracy, and the Chairman signed as correct, a record the minutes of the meetings held on Monday 10 <sup>th</sup> June 2019 (amended) and Monday 8 <sup>th</sup> July 2019.
<b>19/65</b>	<b>GOVERNANCE REVIEW</b> <b>65.1 To go through the latest action plan dated February 2019 and response from East Northants Council dated 8<sup>th</sup> April 2019 and to formulate and agree an updated action plan to submit. Updated plan had been circulated previously.</b>  Each recommendation was discussed in turn and suggested updates and actions agreed. Lots of progress has already been made and many recommendations close to completion, although there are ongoing recommendations that will need to be continued and reviewed, especially as there are new Councillors and an election in May 2020.  It was resolved that the Clerk will update the action plan and circulate it for the meeting in September and submission to ENC, who have given us a 3 months extension to the deadline. An interim report is due at the end of September and the final report is due at the end of December 2019.  <b>65.2 To agree how the plan is to be implemented.</b> The updated report will be submitted in September and then reviewed each month until the end of December. Responsibility for actions will be made clear.
<b>19/66</b>	<b>FREEDOM OF INFORMATION DECISION NOTICE REPORT</b> <b>66.1 To receive a redacted and summarised report from the decision notice sent to the Clerk on 22<sup>nd</sup> July</b> Councillors received and noted the summary report (attached).  <b>66.2 To note the decision of the Information Commissioner's Office in relation to a complaint made against the Council</b>

	<p>Councillors noted the decision of the ICO that there was no further steps required of the Council, as remedial action has been taken in the cessation of personal and other email accounts to using corporate .gov.uk email accounts. It was further noted that there had been a breach of Section 10(1) in respect of the required timescales to respond to the request not being met.</p> <p><b>66.3 To consider any actions or lessons learnt.</b></p> <p>It was noted that the new email accounts should help in meeting timescales if there were any future FOI requests. It was further noted that the council has a right of appeal against the decision. It was agreed that the Council did not need to lodge an appeal. It was hoped that there will not be the need for a future request with openness and transparency of information going forward.</p>
<b>19/67</b>	<b>DATE OF NEXT MEETING</b>
	<p>The date of the next meeting is Monday 9<sup>th</sup> September 2019. There will also be a Complaints Committee meeting on 12<sup>th</sup> September to finish outstanding complaints.</p>

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](http://www.eastononthehill-pc.gov.uk)

## EASTON ON THE HILL PARISH COUNCIL MEETING

**DATE:** 12<sup>th</sup> August 2019

**SUBJECT:** Freedom of Information Act 2000 Decision notice

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### 1

## Introduction and Purpose of Report

- 1.1 The Council has been made aware that a complaint against the Council was made under the FOI Act.
  - 1.2 The investigations have now been completed and the Clerk and the Complainant have received the decision notice, dated 22/7/19.
  - 1.3 This report is to provide a redacted decision notice for information and to provide the Council with any lessons to be learned and further action they may wish to take.
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### 2 Recommendations

- 2.1 The Council have already taken some remedial action regarding the use of standardised corporate email accounts and the Commissioner states they do not require the Council to take any further steps as a result of the investigation. Due to the breach of time limit (In Section 10(1) it states that the response to such a request for information should be given no later than 20 working days after date of receipt, and this was not done.) the Council should note the time frames and ensure they are ready for future requests. The corporate email accounts should assist in this process.
- 2.2 That the ICO's decision and the remedial action taken is noted.

### 3 Background

- 3.1 A complaint was lodged with the ICO regarding the information supplied to Council about the use of the playing field and the advice sought and received prior to a decision regarding the cricket club. The Council disclosed some information and stated that the majority of that sought by the request was not held.
- 3.2 The FOIA is an access regime for official information that is held in recorded form.
- 3.3 The Commissioner's decision is that on the balance of probabilities the Council has disclosed all held information, however the Council breached section 10(1) by disclosing information outside the time for compliance.
- 3.4 The Council had further informed the Commissioner that information may have been previously held in other email accounts, one personal, but subsequently destroyed.

**4. Proposal**

4.1 This report is circulated at the Parish Council meeting on 12<sup>th</sup> August 2019, as per recommendations above.

4.2 That the right to appeal be noted and voted on whether to exercise this right (it has to be done within 28 calendar days of the date the decision notice is sent.

4.3 That the link to the ICO's full but redacted decision notice on their website be noted as

[https://ico.org.uk/media/action-weve-taken/decision-  
notices/2019/2615509/fs50733061.pdf](https://ico.org.uk/media/action-weve-taken/decision-<br/>notices/2019/2615509/fs50733061.pdf)

**5. Reporting Officer.**

Jenny Rice, Clerk to the Parish Council