

# 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 **Parish Council meeting** on **MONDAY 13<sup>th</sup> JUNE 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: 8/6/22

## AGENDA

\*\*\*Elected Chairman to sign Declaration of Acceptance as he was absent at the annual meeting.

<b>22/18</b>	<b>APOLOGIES FOR ABSENCE</b>	
	To receive apologies sent to the Clerk and remind Councillors that they need to be sent to the Clerk.	
<b>22/19</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). There is no dispensation in place for Councillors with allotments.	
<b>22/20</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. If necessary, outgoing Chairman to remind the public of the Public Speaking at Council and Committee Meetings policy.	
<b>22/21</b>	<b>MINUTES OF THE LAST MEETING (previously circulated)</b>	
	To confirm as correct the record of the minutes of the meeting held on Monday 9 <sup>th</sup> May 2022, previously circulated. Chairman to sign, herewith.	
<b>22/22</b>	<b>MATTERS ARISING from previous meeting.</b> Cllr Mountain to confirm bank signatory progress. Cllr Firth has started the welcome letter.	
<b>22/23</b>	<b>GOVERNANCE, FINANCE AND TRAINING</b>	
	<b>23.1</b>	To receive and note finance report to end of May 2022 and resolve any queries, to follow.
	<b>23.2</b>	To note the public access to view the unaudited accounts notice is displayed and runs until 22/7/22 and the accounts forms have been submitted to the external auditor.
	<b>23.3</b>	To decide if another bank signatory is needed and decide who.
	<b>23.4</b>	To receive and note confirmation of insurance policy renewal.
	<b>23.5</b>	To note Clerk enrolled and opted out of the NEST pension scheme.
	<b>23.6</b>	To receive and note Parish Council Action Plan (herewith) and resolve to finalise.
	<b>23.7</b>	To note annual asset checks are needed and who assigned, herewith.
<b>22/24</b>	<b>PLAYING FIELD MANAGEMENT COMMITTEE (PFMC) Cllr Bates, Cllr Cherry, Cllr Watson and Cllr Woodman, plus K Cox, D Davenport and a Cricket Club committee member, CRICKET CLUB AND THE DRIFT</b>	
	<b>24.1</b>	To receive latest PFMC minutes and update from the Chairman or another member and resolve any queries, to follow.
	<b>24.2</b>	To note advert out for Caretaker role, deadline for applications is 19/6/22 and interview date tbd.
	<b>24.3</b>	To note ROSPA inspections and report due in June – note old swings not yet removed as previously agreed.
	<b>24.4</b>	To receive proposal regarding the Parish Council applying for a grant for electricity to be installed at the playing field (owned by the Parish Council, part leased to the Cricket Club) in the pavilion (owned by the Cricket Club) and resolve to give permission or not and state payment of the contributing third party by the PFMC, herewith.
<b>22/25</b>	<b>REPORTS FROM REPRESENTATIVES</b>	
	<b>25.1</b>	<b>Trees and Greens Working Party (Cllr Bates, Cllr Green, Cllr Holwell, Cllr Mountain)</b> a) To receive update regarding tree survey cost b) To receive update on trees planted at Woodland area c) To receive update on Spring Clean event and offer from CIPS

		d) To agree actions	
	<b>25.2</b>	<b>Checkers reports/village maintenance</b> a) To receive checker report for May, checker for June and note new arrangements now from July and agree actions b) To note pond inspection costs and decide action c) To note cost to replace light column on the triangle (£1009 plus vat) and a new post for signs (£450 plus vat) and resolve action d) To note proposal re new signs throughout village and agree action	
	<b>25.3</b>	<b>Village Hall.</b> To note AGM is 27/6/22 and open to all of the village. To note Councillor representative Trustee to the VH management committee is Cllr Woodman, as agreed at the May meeting.	
	<b>25.4</b>	<b>Vehicle Activation Devices and Traffic Working Group (Cllr Green and Cllr Woodman).</b> a) To receive and note latest updates, including feedback from Highways Liaison Officer on the A43 measures. b) To consider Community Speedwatch scheme – information circulated previously - and decide action. c) To note work due of additional lines and removal of zig zags near the nursery/old school/café.	
	<b>25.5</b>	<b>Joint Action Group/Police Liaison Representative (PLR) Cllr Mountain.</b> 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.	
	<b>25.6</b>	<b>Village Plan Working Party (Cllr Firth, Cllr Green, Cllr Woodman and D Davenport)</b> To confirm the position on continuation of the VPWP	
<b>22/26</b>	<b>ALLOTMENTS</b>		
	<b>26.1</b>	To receive any update from Allotment Manager, P Bates	
<b>22/27</b>	<b>REGISTRATION OF LAND</b>		
	<b>27.1</b>	To receive and note feedback from 7/6/22 training on registering land.	
<b>22/28</b>	<b>PLANNING</b>		
	<b>28.1</b>	To note minutes from Planning Committee meeting on 19/5/22, herewith, and responses and verbal update following meeting on 13/6/22.	
	<b>28.2</b>	To receive update on Polish War Memorial planning application and project in general.	
<b>22/29</b>	<b>CLERK CORRESPONDENCE /INFORMATION TO NOTE:</b> a) To note Chairman attendance at the RAF annual formal reception on 7/7/22 b) To note Augean Landfill Facility meeting on 22/6/22 at 2pm and agree attendee c) To note consultation and feedback wanted on UK shared prosperity fund and top 3 challenges affecting NN for the themes, deadline 22/6/22 d) To note form for depositing documents into archives and request for volunteer to prepare e) To note scam emails circulating		
<b>22/30</b>	<b>ORDERS FOR PAYMENT</b>		
	To agree payments to be made/made as follows;		
	<b>30.1</b>	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
	<b>30.2</b>	HMRC employer/ee payment	£18.44
	<b>30.3</b>	Clerk mileage for May	£13.50
	<b>30.4</b>	PDF simpli – pdf file merging, converting, editing £3.95 pm reimburse Clerk	£3.95
	<b>30.5</b>	Viking laminating pouches	£15.92
	<b>30.6</b>	SSE Electricity bill as per contract	tbc
	<b>30.7</b>	Leics Gardens grass cutting as per contract	£350 PFMC and £220 Rest
	<b>30.8</b>	Room hire	£28
	<b>30.9</b>	Wicksteed play equipment invoice paid 1/6/22	£35965.88
	<b>30.10</b>	Gallagher insurance renewal paid	£1136.74
	<b>30.11</b>	ICO membership due by direct debit	£35
	<b>30.12</b>	SLCC share of membership due	£100
	<b>30.13</b>	Clerk salary payable 30/6/22 £843.70 plus £26 home office less HMRC tax/NI £5.54	£864.16
	<b>30.14</b>	Eon quarterly maintenance payment	£282.60
<b>22/31</b>	<b>RECEIPTS</b>	<b>To note income received;</b> Rent from Cricket Club paid Donations to PFMC project	£14.58 paid £198.55

**22/32**

**DATE OF NEXT MEETINGS** To note that the date of the next Parish Council meeting is Monday 11<sup>th</sup> July 2022 at 7pm.  
Next PFMC meeting is 2<sup>nd</sup> August 2022 at 8pm at the Village Hall. Next Planning Committee meeting tbc after 13<sup>th</sup> June meeting. See website for details.

# Minutes of the Easton on the Hill Parish Council meeting

Held at Easton Village Hall at 7pm on Monday 9<sup>th</sup> May 2022

**Present;** Councillors; P Bates, S Cherry, P Firth, C Green, R Holwell, I Lawson, C Mountain, J Watson and S Woodman  
Clerk: Miss Jenny Rice  
Members of the public: none

<b>22/1</b>	<b>TO ELECT A CHAIRMAN</b>
	<b>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 sign the Declaration of Acceptance and chair this meeting.</b> The current Chairman was not present and so Cllr Watson, Vice Chairman, took nominations. There was only one, for Cllr Nicol to be Chairman. This was proposed, seconded and voted unanimously in favour. The Vice Chairman continued to chair the meeting.
<b>22/2</b>	<b>TO ELECT A VICE CHAIRMAN</b> There was only one nomination for Cllr Watson to be Vice Chairman and this was proposed, seconded and all voted in favour.
<b>22/3</b>	<b>DECLARATIONS OF INTEREST</b> <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.</b> (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. There were no declarations of interest made.
<b>22/4</b>	<b>APOLOGIES FOR ABSENCE. To receive apologies sent to the Clerk. Check attendance for qualification.</b> There were apologies received from Cllr Nicol and Cllr Mc Allister. There was no need to check attendance as the 6 month rule was not broken.
<b>22/5</b>	<b>PUBLIC PARTICIPATION</b> Arrangements were made for the public to join the meeting. There were no members of the public present.
<b>22/6</b>	<b>MINUTES OF THE LAST MEETING (previously circulated)</b> <b>To confirm as correct the record of the minutes of the meeting held on Monday 11th April 2022, previously circulated. Chairman to sign.</b> The minutes were agreed as a true record and duly signed by the Chairman.
<b>22/7</b>	<b>MATTERS ARISING from previous meeting. None</b>
<b>22/8</b>	<b>GOVERNANCE AND FINANCE</b>
	<b>8.1</b> <b>To review and agree all committees' and working group's members, herewith</b> The existing members were all agreed and vacancies were filled by voting, with an extra member of the planning committee agreed. The Playing Field Management Committee voted Cllr Cherry in and all vowed to try to encourage more non-Councillors. Finance working group would elect an exyta member as and when it is needed. <b>Action all</b>
	<b>8.2</b> <b>To review committees' terms of reference and resolve any changes, herewith</b> The terms of reference were all agreed as presented.
	<b>8.3</b> <b>To note Financial Regulations and Standing Orders were reviewed at the last meeting and adopted.</b> This was noted and they will be uploaded to the website. <b>Action Clerk</b>
	<b>8.4</b> <b>To review finance internal control checkers.</b> It was agreed to add in the 2 new Cllrs and take out the bank signatories and redo the rota. <b>Action Clerk</b>
	<b>8.5</b> <b>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.</b> It was agreed to keep the same Cllrs and rota as finance checks above for Spring Close and defibs.
	<b>8.6</b> <b>To agree notice board controller for minutes, agendas etc</b>

Signed by Chairman \_\_\_\_\_ Date \_\_\_\_\_

		It was agreed that Cllr Lawson (first) and Cllr Mountain (reserve) would continue.
	<b>8.7</b>	<b>To agree bookings for training for new Councillors and Chairmen, dates circulated</b> It was noted that Cllr McAllister has been and Cllr Firth is booked on new Cllr training. It was agreed that 1 or 2 planning committee councillors would attend responding to planning applications training and T McAllister would attend nuts and bolts planning training if available. <b>Action Clerk</b>
	<b>8.8</b>	<b>To review Council's annual risk assessment, herewith.</b> The risk assessment has been updated and the insurance column is dependent on agreement from 8.14 below.
	<b>8.9</b>	<b>To check bank signatory Councillors and arrange for more if needed.</b> It was agreed that Cllr Mountain would try to get her log in working or start a new application. <b>Action Cllr Mountain</b>
	<b>8.10</b>	<b>To receive internal audit report and resolve any actions, herewith.</b> The report was received and noted and advice notes taken on board re clarity of listing payments in month paid not agreed.
	<b>8.11</b>	<b>To review AGAR Governance Statements and Chairman and Clerk to sign the form, previously circulated.</b> The AGAR section 1 was reviewed, approved and signed.
	<b>8.12</b>	<b>To review AGAR Accounting Statements and Chairman to sign the form, previously circulated.</b> The AGAR section 2 was reviewed, approved and signed.
	<b>8.13</b>	<b>To agree dates for public to exercise rights to inspect accounts and forms to be submitted to external auditor as required, herewith.</b> The dates were agreed as suggested.
	<b>8.14</b>	<b>To receive and review renewal notice for Gallagher insurance, against other quotes received, and decide which to accept, circulated.</b> The information was received and noted. The Clerk was still clarifying the cover after some changed advice from Gallagher, however it was agreed that some play equipment cover was needed. The specifics need to be clarified and then a quote accepted in line with this and the budget. <b>Action Clerk</b>
	<b>8.15</b>	<b>To receive finance report for April and resolve any queries, herewith.</b> The report was received and noted with no concerns raised.
	<b>8.16</b>	<b>To check Council still meets the criteria for having the General Power of Competence, herewith.</b> The Clerk explained the GPOC and criteria for the benefit of new Cllrs and agreed the criteria is still met although it is only necessary to do after the next election.
	<b>8.17</b>	<b>To receive feedback from the Annual Parish Meeting and resolve any issues arising.</b> It was noted that the Chairman's report was very good and that the village was well represented with many groups there to represent their resident members. It was thought there were fewer other members of the public in attendance as less conflict and problems existed. The feedback about new residents not getting information about the village if not online was an issue, as was the speeding on the A43. Cllr Firth agreed to start a welcome letter with information on how to contact people to join groups etc. The speeding issue is being dealt with later in the agenda. <b>Action Cllr Firth</b>
	<b>8.18</b>	<b>To agree to pension scheme for the Clerk as reached threshold to auto-enrol and note intended immediate withdrawal from scheme.</b> It was agreed that the Parish Council would start a NEST pension and join the Clerk under auto-enrolment duties. It was noted that the Clerk would opt out straightaway. <b>Action clerk/Chairman</b>
	<b>8.19</b>	<b>To receive, note and review Parish Council action plan for 22/23 and agree any other future projects.</b> The updated VPWP report used at the APM was recognised as a useful basis to add any extras to the Parish Council Action Plan. The item would be further reviewed at the next meeting.
<b>22/9</b>	<b>PLAYING FIELD MANAGEMENT COMMITTEE (PFMC), CRICKET CLUB AND THE DRIFT</b>	
	<b>9.1</b>	<b>To receive latest PFMC minutes and update from the Chairman and resolve any queries, herewith.</b> These were received and noted and also the verbal update from Cllr Woodman on the current phase 2 installation and caretaker role. It was agreed a laminated "Closed" sign was necessary. It was further agreed more non councillor members are still needed.
	<b>9.2</b>	<b>To receive and note Cricket Club accounts and minutes from AGM plus rent invoice and resolve any queries.</b>

Signed by Chairman \_\_\_\_\_ Date \_\_\_\_\_

		The information was circulated prior to the meeting and received and noted as fulfilling the requirements of the lease. There was concern raised over the apparent lack of numbers for matches but draft plans with the other sports clubs could help.
	9.3	<b>To receive proposal re signs for the Drift and resolve to proceed.</b> The draft design was agreed and a maximum budget of £210 approved to go ahead and order. <b>Action Cllr Woodman/Nicol</b>
<b>22/10</b>	<b>REPORTS FROM REPRESENTATIVES</b>	
	10.1	<b>Trees and Greens Working Party</b> a) <b>To receive update regarding Spring Clean and volunteers</b> A date of 9/7/22 10-12 was agreed for the clean-up. Some volunteers have come forward and will be notified. More adverts to come later. <b>Action TAGWP</b>
	10.2	<b>Checkers reports/village maintenance</b> a) <b>To receive checker report for April and note new arrangements agreed above from May/June.</b> Cllr Nicol had done the checks with no concerns. b) <b>To note revised check form for separate checks, PF/Close and rest, to be agreed.</b> The new checker forms were agreed as circulated and will begin in June with new rota. c) <b>To note pond risk assessment and agree to a ROSPA inspection.</b> The Clerk has asked for a quote and is awaiting a reply. The risk assessment will be done after an inspection and before the clean-up. To be C/F. <b>Action Clerk</b>
	10.3	<b>Village Hall. To receive and note latest update, herewith.</b> The latest report for the AGM had been circulated at the annual parish meeting.
	10.4	<b>Vehicle Activation Devices and Traffic Working Group.</b> a) <b>To receive and note latest update including issue raised at Parish Meeting and responses.</b> The feedback from Ward Councillor Helen Harrison was received and noted. A separate traffic survey's data was trying to be obtained. A Community Speedwatch Scheme will be considered and C/F to the next meeting. The resident who raised the speeding and danger concern will be updated. <b>Action Clerk</b> b) <b>To consider Community Speedwatch scheme – information herewith - and decide action.</b> See above.
	10.5	<b>Joint Action Group/Police Liaison Representative (PLR)</b> <b>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.</b> Cllr Mountain updated the Council from the last meeting and minutes etc were received and noted.
	10.6	<b>Village Plan Working Party - To receive and note updated plan, herewith.</b> This is to be C/F to the next meeting.
<b>22/11</b>	<b>ALLOTMENTS</b>	
	11.1	<b>To receive any update from Allotment Manager, P Bates</b> There were no issues raised.
<b>22/12</b>	<b>ASSET MAPPING PROJECT AND REGISTRATION OF LAND OPTION</b>	
	12.1	<b>To receive and note update plus option to use company to assess parish land ownership and current situation re land registered, herewith.</b> This was received and noted. It was agreed that the other 2 main parcels of land owned by the PC need to be registered first, Spring Close and Allotments. It was agreed to visit the archives first and then decide on using the company offered by NCALC. <b>Action Cllr Woodman</b>
<b>22/13</b>	<b>PLANNING</b>	
	13.1	<b>To note minutes from Planning Committee meeting on 21/4/22, herewith, and responses.</b> These were received and noted.
	13.2	<b>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.</b> This was noted. It was agreed that any village consultation meeting requested by HSL would need to have the North Northants/Unitary Council present too.
	13.3	<b>To note update on planning application for war memorial rebuild.</b> The application has been sent off. A quote has been received for the new build and 2 more quotes will be sought as per the financial regulations. <b>Action Cllr Lawson</b>
<b>22/14</b>	<b>CLERK CORRESPONDENCE /INFORMATION TO NOTE:</b> a) <b>NNC Leader Update, circulated. Scams regarding £150 council tax rebate payment.</b> This was received and noted and has been communicated on social media.	

Signed by Chairman \_\_\_\_\_ Date \_\_\_\_\_

<b>22/15</b>	<b>ORDERS FOR PAYMENT</b>	
	Payments were agreed to be made as follows;	
	<b>15.1</b>	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
	<b>15.2</b>	HMRC employer/ee payment, to be calculated early May
		£18.64
	<b>15.3</b>	Re-imburse Clerk for cotton tape for archives
		£13.20
	<b>15.4</b>	Clerk mileage for April
		£10.80
	<b>15.5</b>	SSE Electricity bill as per contract
		£122.64
	<b>15.6</b>	Planning application fee cheque submitted in April
		£117
	<b>15.7</b>	Grass cutting as per contract
		£tbc
	<b>15.8</b>	Room hire
		£66
	<b>15.9</b>	Clerk salary payable 31/5/22 £843.70 plus £26 home office less HMRC tax/Ni £5.74
		£863.96
<b>22/16</b>	<b>RECEIPTS</b>	<b>To note income received;</b> 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 <b>due</b> £35172
<b>22/17</b>	<b>DATE OF NEXT MEETINGS</b> It was noted that the date of the next Parish Council meeting is Monday 13 <sup>th</sup> June 2021 at 7pm. The next PFMC meeting is 26 <sup>th</sup> May at 7.30pm at the Priest House. The next Planning Committee meeting 19 <sup>th</sup> May 2021 at 8.30pm. See website for details.	

Signed by Chairman \_\_\_\_\_ Date \_\_\_\_\_

**Minutes of the Planning Committee meeting of Easton on the Hill Parish Council held  
on 19<sup>th</sup> May 2022 at 8.30pm in the Village Hall, Easton on the Hill**

**Present:** Cllr I Lawson, Cllr Mountain and Cllr Woodman. Clerk: J Rice

PC/22/1	<p><b>TO ELECT A CHAIRMAN</b> There was one nomination for Cllr Lawson. This was proposed, seconded and unanimously voted in favour for Cllr Lawson to be re-elected as Chairman.</p>
PC/22/2	<p><b>APOLOGIES FOR ABSENCE</b> <b>To receive and note apologies received by the Clerk.</b> Apologies were received by the Clerk from Cllr Watson and via Cllr Woodman from Cllr McAllister.</p>
PC/22/3	<p><b>DECLARATIONS OF INTEREST</b> <b>To receive all 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).</b> There were no declarations of interest made.</p>
PC/22/4	<p><b>PUBLIC TIME. Arrangements will be made for the public to join the meeting. A maximum of 15 minutes will be permitted for members of the public to address the meeting on any item on the agenda.</b> There were no members of the public present.</p>
PC/22/5	<p><b>TO RECEIVE AND AGREE AS CORRECT THE MINUTES OF THE LAST MEETING ON 21<sup>st</sup> APRIL 2022. CHAIRMAN TO SIGN.</b> The minutes were agreed as a true record and duly signed by the Chairman.</p>
PC/22/6	<p><b>THE FOLLOWING NEW PLANNING APPLICATIONS WERE DISCUSSED AND RESPONSES AGREED AS STATED;</b></p> <p>a) <b>NE/22/00580/FUL demolition of existing bungalow and replacement with new residential dwelling at 74 Stamford Rd. Deadline 3/6/22.</b> The committee decided to support this application, asking for a concern from the neighbour to be checked about their light that may be affected by landscaping/tree. <b>Action Clerk</b></p> <p>b) <b>NE/22/00504/FUL to replace all windows to annex’s front elevation at 38 Church St. Deadline 28/5/22.</b> The committee decided to support this application. <b>Action Clerk</b></p> <p>c) <b>NE/22/00496/TCA Yew tree to be removed, unknown species remove, unknown species remove to ground level at 38 Church St. Deadline 27/5/22.</b> The committee decided to remain neutral on this application, happy for the Tree Officer to make the decision. <b>Action Clerk</b></p> <p>d) <b>NE/22/00462/FUL s/s rear extension, front porch and side extension at 20 Western Ave. Deadline 28/5/22.</b> The committee decided to support this application. <b>Action Clerk</b></p> <p>e) <b>NE/22/00525/FUL internal and external alteration works to make dwelling habitable as listed, at 3 The Lane. Deadline 20/5/22.</b> The committee decided to support this application with the added requirement that the off-road parking is retained and not lost. <b>Action Clerk</b></p> <p>f) <b>To note Cottenham Neighbourhood Plan has been adopted on 14<sup>th</sup> April 2022 and become part of the development plan for the area. Copies are available to view on line or in hard copy.</b> This was noted with no concerns.</p> <p>g) <b>NE/22/00519/FUL to rebuild the Polish War memorial at Pocket Park, Spring Close, High St. Deadline 3/6/22.</b> This is the Parish Council’s own application and is supported.</p>



<b>PC/22/7</b>	<p><b>TO NOTE PLANNING APPLICATIONS AWAITING DECISIONS OR WITH DECISIONS MADE SINCE THE LAST MEETING AS FOLLOWS;</b></p> <p>The following applications were noted;</p> <ul style="list-style-type: none"> <li>a) 22/00356/FUL removal of side extension and conservatory from rear elevation and erection of extensions to side and rear elevations, increase parking area within front garden using permeable construction; single storey porch to front elevation at 32 Westfields. <b>Response sent, awaiting decision.</b></li> <li>b) Consultation from NNC on Scope and Issues for the North Northamptonshire Strategic Plan. Runs until 23/5/22. More detail on-line or at drop in events.</li> <li>c) NE/22/00020/FUL One and a half storey side extension, replacing the existing stone store; single storey rear extension; changes to fenestration including replacement windows and doors; repairs to the roof with some areas replaced with new tiling; replacement and relocation of existing garage; relocation of part of the boundary wall at 30 West St, deadline 4/3/22. <b>Awaiting decision.</b></li> <li>d) NE/21/01740/TCA Remove Cedar tree to just above ground level – the tree is co-dominant with 4 stems arising from the base with bark-included forks – one of the stems recently failed and there is a strong likelihood that one of the others may too fail - at 21 Church St. <b>Queried with NNC</b> and they are looking into it as it may be a technical error why it is still showing as a live application when probably withdrawn.</li> <li>e) 20/01540/FUL Demolition of s/s rear extension, erection of double storey rear extension, addition of 2 dormer windows at 6 The Lane was refused permission. <b>Gone to appeal, awaiting decision.</b></li> <li>f) Query re enforcement at 17 High St for mock Collyweston roof. <b>A re-visit was planned, no update as yet received, chased 12/1/22 and 12/4/22.</b></li> </ul>
<b>PC/22/8</b>	<p><b>TO CONFIRM FULL COUNCIL DECISION RE HSL, HOUSING DEVELOPER'S, APPROACH AND NNC VIEW ON PLAN FOR 50 HOUSES.</b></p> <p>It was confirmed that full council decided to await an approach by the developers for a summertime village consultation meeting and ask them that NNC planning be present.</p>
<b>PC/22/9</b>	<p><b>TO CONFIRM PLANNING TRAINING BOOKED AND ANY NEW BOOKINGS REQUIRED.</b></p> <p>It was confirmed that Cllr McAllister has been asked about "Planning Nuts and Bolts" course and Cllr Woodman and Cllr Lawson are booked onto the "Responding to planning applications" course. <b>Action Clerk to book</b></p>
<b>PC/22/10</b>	<p><b>TO AGREE DATE OF NEXT MEETING, depending on new applications.</b></p> <p>The date of the next meeting was agreed as Wednesday 15/6/22, 7.30pm at the Village Hall. <b>Action Clerk to book</b></p>

**EASTON ON THE HILL PARISH COUNCIL-ASSETS REGISTER AS AT APRIL 2022**  
**Plus risk assessments/management**

			Date	Replacement	Insure			2021	2022
		Value	Acquired	value	Y/N	Risk/ level	Risk assessment & action	Chc by	TBA
					Excess £250				
<b><u>Playing Field:</u></b>	Nominal Value	£ 1,000.00	1967	////	N		N/A		
	Pavilion  Removed in March 2021	£ 32,340.80		///	N	Low/med Structural degradation resulting in injury to 3 <sup>rd</sup> party	Ad hoc and annual checks		
	Gate	£ 300.00		////	N	Low Structural degradation resulting in injury to 3 <sup>rd</sup> party	Annual check	SW	
	Safety matting under swing	£ 3,259.50		////	N	Low Wear and tear results in trip hazard/injury to 3 <sup>rd</sup> party	ROSPA/monthly check		
	Dog Bin	£ 145.00		////	N	Low Sharp edges/breaks resulting in injury or poison	Annual / adhoc checks	SW	
	Litter Bin	£ 298.00		////	N	Low Sharp edges/breaks leading to injury	Annual/ad hoc checks	SW	

**EASTON ON THE HILL PARISH COUNCIL-ASSETS REGISTER AS AT APRIL 2022**

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	Youth Shelter & Basket area	£ 7800	11/02/2013	8034	Y	Low Vandalism/wear and tear leading to 3 <sup>rd</sup> party injury	Annual check	SW	
	Outdoor gym equipment	£1836 For outdoor gym equipment	October 2020		Y	Med Not used appropriately/wear and tear leading to injury to 3 <sup>rd</sup> party	ROSPA annual plus Cllr Weekly/fortnightly/monthly checks dependent on weather and time of year		
	Play equipment phase 1 Timber combo, team swing, gravity bowl, jungle climber, spring horse and seesaw – plus matting	16k	May 2021	25k	Y	Med Not used appropriately/wear and tear leading to injury to 3 <sup>rd</sup> party	ROSPA annual plus Cllr Weekly/fortnightly/monthly checks dependent on weather and time of year		
	Play equipment phase 2 Zip wire, swirl roundabout, swings 4 bay, freestyle, surf rider	30k inc installation net of vat	April/May 2022	30k	Y	Med Not used appropriately/wear and tear leading to injury to 3 <sup>rd</sup> party	ROSPA annual plus Cllr Weekly/fortnightly/monthly checks dependent on weather and time of year		
	Woodland area	TBD							
	Picnic benches/anchor kit x 2	£460	June 2020		N	Low Structural degradation resulting in injury to 3 <sup>rd</sup> party	Ad hoc and annual checks	SW	
<b>The Close:</b>	Combination swings of 2 childs and cradle swing	£ 3,000.00		3245	N	Med Not used appropriately/wear	ROSPA annual plus Cllr weekly/fortnightly/monthly checks		

**EASTON ON THE HILL PARISH COUNCIL-ASSETS REGISTER AS AT APRIL 2022**  
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						and tear leading to injury to 3 <sup>rd</sup> party			
	Arch			2262	N	I	As above		
	Slide	£ 1,800.00		5028	N	I	As above		
	Safety Surfacing for above	£ 7,361.42	10/06/2012	7500	N	I	As above		
	2 Springies & safety surface	£ 3,793.65	10/06/2012	3800	N	I V	As above		
	<b>Bench Seat</b>	£ 455.00		£721	<b>Y</b>	Low Structural damage leading to injury to 3 <sup>rd</sup> party	<b>Annual check</b>	<b>CM</b>	
				////	////				
<b>Allotments:</b>	<b>Nominal Value</b>	£ 500.00	Not Known	N/A	N	Nil	<b>Annual check</b>	<b>PB</b>	
	<b>Fence</b>	£ 2,259.00		£2575	<b>Y</b>	Low Degrades, falls/breaks	<b>Annual checks</b>	<b>PB</b>	
Removed	Standpipe and tap (Cricket club's)								
				////	////				
<b>Pocket Park: (Spring Close)</b>	<b>Nominal Value</b>	£ 500.00	Gifted 1977 Registered 1996	N/A	N	nil	<b>Ad hoc checks by Trees and Greens Working Party plus annual check</b>	<b>RH</b>	
<b>Pond at Spring Close</b>	Nominal value	N/A	As above	////	////		<b>Ad hoc checks by TAGWG plus annual check Risk assessment</b>	<b>RH</b>	
<b>Millennium Garden:</b>	<b>Nominal Value</b>	£ 500.00	May 2001	N/A	N	nil	<b>Annual check</b>	<b>RH</b>	
				////	////				

**EASTON ON THE HILL PARISH COUNCIL-ASSETS REGISTER AS AT APRIL 2022**  
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<b>War Memorials:</b>	Church Street & Spring Close	£ 48,873.02		£45000 £5000	Y	Low Vandalised, crashed into	Annual check	CG	
				////	////				
<b>Bus Shelter:</b>	Insurance Value	£ 6,000.00		£6304	Y	Low Vandalised, structural degradation	Annual check	CG	
				////	////				
<b>Street Furniture:</b>	73 Street Lights	£ 78,070.00	After 01/04/12	////	N	Low Malfunction	Ad hoc checks		
	37 Street lights plus new pole	£14766	August 2019	////	N	Low Malfunction			
	Refuse Bins	£ 1,200.00		////	N	Low Structural degradation resulting in injury to 3 <sup>rd</sup> parties	Ad hoc checks	SW	
	9 x Dog Bins	£ 1,305.00		////	N	Low Structural degradation resulting in injury to 3 <sup>rd</sup> parties	Ad hoc checks	SW	
	Benches x 5 Plus new bench Stamford Road	£ 3,000.00  £399	5 <sup>th</sup> bought 11/04/16  6 <sup>th</sup> bought July 2020	£721 for one 6 <sup>th</sup> one was £399	Y	Low Detach from base, structural degradation resulting in injury to third parties	Annual checks	CM	
	Vehicle Activation Signs x 2	£ 3825.00	30/06/16	£4017	Y	Med Damage or failure	Adequate training, proper use, regular inspections by working group/Cllrs		

**EASTON ON THE HILL PARISH COUNCIL-ASSETS REGISTER AS AT APRIL 2022**  
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	VAS Batteries x 3	£ 708.90	30/06/16	N/A	N	Nil		
	Solar VAS plus Post	£ 4452.00	Aug 2017	£4586	Y	As above	As above	
	Village Signs x2	£ 1715.25	17/01/17	£1802	Y	Nil	Annual checks	IL
	Grit Bins x 6	£1750	20/10/18	?	N	Low Wear and tear leading to sharp edges and injury to 3 <sup>rd</sup> party, loss of grit	Ad hoc checks	IL
<b>Gd Maint. Equipment</b>	Honda Rotary Mower	£ 700.75					Not the PC's	
				////	////			
<b>Office Equipment:</b>	PC, screen, printer/fax/copier	Written Off	01/04/15	////	N/A			
	Laptop, and software	Written Off	09/10/17	////	N/A			
	printer	£ 49.00		£60	N	Low/med Printer breaks down, no ink available	Clerk to maintain, arrange use of own equipment if needed	
	Chain of Office/Medallion	£ 574.13		£608	Y	Low Not stored safely, stolen, broken	Kept securely, annual checks	
	Laptop and software	£ 400.00	25/02/17	£450	Y	Low Laptop breaks down, comes to end of useful life	Get repaired as necessary, clerk to maintain	
<b>First Aid Equipment:</b>	Defibrillator	£ 780.00		£1030	Y	Low	Monthly checks done by councillors and reported	



**EASTON ON THE HILL PARISH COUNCIL-ASSETS REGISTER AS AT APRIL 2022**  
**Plus risk assessments/management**

	<b>Risk area</b>	<b>Risk level</b>	<b>Controls in place</b>
<b>Assets</b>	Protection of physical assets	Medium	Assets insured for loss or damage according to asset register. Value adjusted annually. Routine inspections carried out. Asset list checked and updated annually.
	Security of buildings, equipment etc	Medium	IT equipment and records located within Clerk's premises.
<b>Finance</b>	Banking	Medium	All monies held in Unity Trust Bank Plc. Current account only at present. All bank statements cross referenced with accounts spreadsheet cash book. Monthly checks by Councillors done of invoices/bank statements/bank reconciliation.
	Loss of cash through theft or dishonesty	Low	Cash rarely handled. Some allotment holders pay Allotment Manager in cash and hands to Clerk to pay in. All other transactions by bank transfer. Monthly reconciliation by clerk circulated for monthly meetings.
	Financial controls and records	Medium	All payments are authorised at meetings and cheques signed by 2 signatories (rarely used) and bank transfer payments set up by clerk on line and authorised for payment by 2 councillors/signatories.
	Comply with HM Revenue and Customs regs for VAT and PAYE	Medium	VAT payments made and reclaim calculated and submitted by clerk at least annually. Internal and external audits carried out. PAYE payments calculated using Basic Tools software and paid direct to HMRC and subtracted from clerk pay.
	Sound budgeting to underlie annual budget	Medium	Finance Committee meets to discuss annual budget requirements and puts proposal to full council in November/December to discuss and approve. Precept derived directly from this. Expenditure against budget reported to council monthly.



**EASTON ON THE HILL PARISH COUNCIL-ASSETS REGISTER AS AT **APRIL 2022****  
**Plus risk assessments/management**

	Authorisation and control of supply of goods and services	Medium	Supply of all goods and services regulated by the council's Financial regulations. These are checked and updated annually. Where required, written quotations are supported by written purchase orders. All transactions are approved by the council. Some contract/utility payments can be made between meetings where payments are agreed in advance. Financial records available for public inspection 15 days prior to the audit.
	Rick to third party, property or individuals	Medium	Insurance in place. Open spaces checked regularly. Trees and land investigated if damage reported and regular tree surveys carried out.
<b>Liability</b>	Legal liability as consequence of asset ownership	Medium	Insurance in place. Play equipment checked weekly by councillors. Other assets checked annually as per asset risk assessment.
<b>Employer</b>	Comply with employment law	Medium	Membership of NCALC. Clerk training for CiLCA qualification. Councillors go on employment training.
	Comply with inland revenue requirement	Medium	Audits carried out. PAYE tax payments made. Home office allowance reviewed and agreed. Clerk pay agreed by staffing committee and full council.
<b>Liability</b>	Safety of staff and visitors	Low	Clerk works from home. House insurance in place. 2 members of council to be present when books are open for inspection. Councillors contacted by telephone by members of the public.
	Service interruption due to long term absence of clerk	Medium	Standby cover required in budget

**EASTON ON THE HILL PARISH COUNCIL-ASSETS REGISTER AS AT APRIL 2022**  
**Plus risk assessments/management**

	Ensure activities are within the legal powers	High	Clerk clarifies legal position on any new proposal. Legal advice sought where necessary. Clerk CILCA trained
<b>Legal liability</b>	Proper and timely reporting via meetings and minutes	Medium	Council meets monthly and receives and approves minutes of the last meeting. Minutes made available to public on the notice board and website. All draft minutes checked before publication. Standing Orders in place and reviewed and agreed annually.
	Proper document control	Medium	Data storage to comply with Data Protection Act and GDPR. All documents stored at clerk premises.
<b>Councillor propriety</b>	Register of interests and code of conduct	Medium	Register of interest completed on appointment and updated as and when necessary. Code of conduct adopted and Councillors Declaration of Acceptance signed following adoption of new Code of conduct. Chairman's Declaration of Acceptance signed annually. All members are required to make a declaration of interest in any item on each agenda at the start of each meeting.

**Totals insured £**

**Office equipment £1000**

**Play/gym equipment £tbd**

**Street furniture incl MVAS £68000**

**General (defib, fence) £5300**

Risk – insured value doesn't match replacement value

Action – clerk to update register and check insurance policy at time of renewal

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**EASTON ON THE HILL PARISH COUNCIL MEETING**

**DATE:** 13/6/22

**SUBJECT:** APPLICATION FOR A GRANT FOR ELECTRICITY SUPPLY TO THE CRICKET CLUB PAVILION, BY THE PARISH COUNCIL ON BEHALF OF THE CRICKET CLUB

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**1 Introduction and Purpose of Report**

- 1.1 The supply of electricity at the playing field was, and is, an ongoing issue for sports clubs using and hiring the playing field and pavilion facilities.
- 1.2 If there is no supply installed, the hire contracts for use of the playing field for football and multi sports will likely cease to continue.
- 1.3 The purpose of the report/agenda item is that Parish Council (PC) needs to give permission and agree as per the terms of reference of the Playing Field Management Committee (PFMC) on long term commitments impacting the PC and their land.

**2 Recommendations**

- 2.1 That the report is received and noted.
- 2.2 That the Parish Council gives permission and supports the application for electricity supply via their land, using a Mick George landfill grant for 10k. This is on the understanding that there is a written agreement for secure funding of the remainder of the project (approximately 4k) and an agreement with the cricket club in place that they take the liability for payment and maintenance of the supply and the PC is allowed access to, and use of, the pavilion by agreement.
- 2.3 That the PC PFMC supports the required contributing third party amount of 11% of the grant from their budget, if there is no other organisation or individual willing to do so.

**3 Background**

- 3.1 The hirers of the playing field, who are a source of support and income for the playing field and PC/PFMC, have struggled at times to effectively hold matches and camps at the PF with just a generator, which is expensive and unreliable. The situation is becoming untenable without a proper power supply.
- 3.2 The hirers are willing to contribute to the project costs and the PFMC is willing to apply on behalf of the cricket club to ensure it is done asap.

**4. Proposal**

- 4.1 That the PC makes the application for the grant on behalf of the cricket club and gives permission for the supply of electricity across their land to the cricket club pavilion, via an agreed cable route.
- 4.2 That a long-term agreement is reached with the cricket club for future use of the pavilion by all users/investors and for their full liability for payment of the electricity standing charge, supply and maintenance.

**5. Grant applications**

- 5.1 An up to date quote for electricity works will be obtained prior to an application being submitted, including an estimate for preparatory works being carried out by

an independent digger and driver also obtained, plus any other ancillary works, to be clear about the donation amounts required by the users.

- 5.2 The organisation making the CTP payment will be stated as the PC PFMC.
- 5.3 Any relevant permissions are in place prior to the application.
- 5.4 The application will be an expression of interest to Mick George via Grantscape, deadline 31/8/22 and decisions by end of October. If unsuccessful, an application to Augean by 16/11 will also be submitted as per the same criteria.

## **6. Staffing Policies**

- 6.1 None

## **7. Financial Implications**

- 7.1 That the users of the playing field give their written consent to fund the remainder of the project costs prior to the application being submitted. That the CTP is underwritten by the PC PFMC and their project budget of £3250 and hire income is used for this investment in facilities for all.

## **8. Policy Implications**

- 8.1 That financial regulations are followed for quotes on any works and supply of goods and the grant payment and agreement is adhered to.

## **9. Health and Safety Implications**

- 9.1 That relevant and necessary risk assessments are agreed prior to any works being carried out ahead of installation and in line with required standards.

## **10. Reporting Officer – Jenny Rice, Clerk and RFO**