

Minutes of the Easton on the Hill Annual Parish Council meeting

Held at Easton Village Hall at 7pm on Monday 17th May 2021

Present; Councillors; P Bates, S Cherry, K Dow, C Green, J Hamilton, R Holwell, I Lawson, C Mountain, T Nicol, J Watson and S Woodman. Mr J Rawlinson was present for item 17 then left the meeting.

Clerk: J Rice

Members of the public: One. D Davenport attended remotely from 7.15pm until item 26.6

Newly elected Councillors signed their Declaration of Acceptances before the meeting.

21/17	TO ELECT A CHAIRMAN
	<p>Outgoing 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.</p> <p>J Rawlinson asked for nominations and there was only one. Cllr Nicol was nominated as Chairman and there was a unanimous vote in favour. Cllr Nicol was duly elected as Chairman with immediate effect and signed the Declaration of Acceptance.</p> <p>Cllr Nicol thanked Mr J Rawlinson, who then left the meeting, and the other Councillors who had recently retired. Cllr Nicol also explained briefly the role of Chairman and of the Council, their powers and statutes and the need to work together as a body, governed by the Standing Orders, Financial Regulations and Code of Conduct.</p>
21/18	TO ELECT A VICE CHAIRMAN
	<p>Cllr Nicol asked for nominations and there was only one. Cllr Dow was nominated and there was a unanimous vote in favour of electing Cllr Dow to Vice-Chairman.</p>
21/19	DECLARATIONS OF INTEREST
	<p>To receive all declarations of interest under the Council's Code of Conduct related to business on the agenda. Reminder to members to complete their register. (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).</p> <p>There were no declarations of interest made.</p>
21/20	APOLOGIES FOR ABSENCE. To receive apologies sent to the Clerk and if accepted.
	<p>There were no apologies, all councillors were present.</p>
21/21	PUBLIC PARTICIPATION
	<p>Arrangements were made for the public to join the meeting in person if there was room, remotely or join by telephone call if they wish. Even though legislation allowing Councillors to attend remotely had ended, there are still Covid-19 restrictions in place for people meeting face to face inside. If applicable, a max of 15 minutes was permitted for members of the public to address the meeting on any item on the agenda.</p> <p>There were no members of the public present in person. D Davenport was observing remotely. She confirmed that she is happy to continue as part of the Village Plan Working Party.</p>
21/22	MINUTES OF THE LAST MEETING (previously circulated)
	<p>To confirm as correct the record of the minutes of the meeting held on Monday 12th April 2021 and the Extraordinary meeting on 28th April 2021, previously circulated.</p> <p>Both sets of minutes were agreed as a true record and signed by the Chairman.</p>
21/23	MATTERS ARISING from previous meeting. There were no matters arising.
21/24	GOVERNANCE AND FINANCE
	<p>24.1</p> <p>To ensure all Councillors sign a Declaration of Acceptance and complete Members' Interests form within 28 days. Plus consent to receive communication by email and GDPR compliance - copies to be provided.</p> <p>Councillors all signed a declaration of acceptance before the meeting and other forms were signed then or taken away to be completed, signed and returned. Action All Councillors</p>
	<p>24.2</p> <p>To review and agree all committees' and working group's members, herewith</p> <p>All committee and group members were resolved. The JAG/Police Liaison Representative is not filled and will be carried over if necessary – a volunteer each time will be found initially. D Sharpe to continue as a non- Councillor Traffic Group member and ENRMF representative. Action Clerk to confirm.</p>

Signed by the Chairman _____

	24.3	To review committees' terms of reference and resolve any changes, herewith The Terms of References were accepted as they are and any changes recommended by each committee or group to be brought back to full Council. Action Clerk/CLrs
	24.4	To review Financial Regulations, herewith, and resolve to adopt These were reviewed and adopted. Action Clerk to update website
	24.5	To review Standing Orders, herewith, and resolve to adopt. These were reviewed and adopted. Action Clerk to update website.
	24.6	To review finance internal control checkers. It was resolved to appoint Cllr Cherry as one financial checker who is not a bank signatory.
	24.7	To review monthly/weekly asset checkers – form altered, herewith It was resolved to keep a rota for these checks, including the gym equipment. Action Clerk to do a new rota
	24.8	To agree notice board controller for minutes, agendas etc It was agreed that Cllr Mountain will put up agendas and notices and arrangements will be made to get the keys. Action Clerk/J Rawlinson/Cllr Mountain
	24.9	To agree bookings for training for new Councillors and Chairmen, dates circulated Training dates were suggested and will be booked up. Action Clerk/new Cllrs/Chairman
	24.10	To review Council's annual risk assessment, herewith This was reviewed and approved and the website will be updated. Action Clerk
	24.11	To resolve a new bank signatory Councillor. It was agreed that Cllr Dow will be a new bank signatory so that there are now 3. Action Clerk/ Cllr Dow
	24.12	To receive internal audit report and resolve any actions. The audit report was received and noted. A discrepancy between financial regulations and standing orders is now resolved and no further action necessary.
	24.13	To review AGAR Governance Statements and Chairman and Clerk to sign the form The governance statements were read out and approved and duly signed.
	24.14	To review AGAR Accounting Statements and Chairman to sign the form. The accounting statements were approved and duly signed.
	24.15	To agree dates for public to exercise rights to inspect accounts and forms to be submitted to external auditor as required. Dates were agreed as 14/6/21 to 23/7/21 and all relevant forms will be submitted to the auditor and information displayed on the website and notice board as required. Action Clerk
	24.16	To receive and review renewal notice for Came and Co insurance and resolve action The proposal was reviewed and it was agreed that the Clerk will ask for a review to reduce the premium but if not agreed, the 3 year deal of £1104 pa will be accepted. Action Clerk
	24.17	To receive finance report for month and resolve any queries, herewith. Councillors received year to date figures and there were no queries.
	24.18	To receive information on opportunity to have Council General Power of Competence (GPOC) and resolve action. The Clerk explained the criteria and benefits of GPOC and it was resolved that the Council now meets the criteria and as such agreed to adopt the right to have GPOC. This means the Council does not need to have a specific power to act, as long as it acts within the law/guidance.
21/25	PLAYING FIELD IMPROVEMENT COMMITTEE (PFIC) AND GENERAL PF AND CRICKET CLUB ISSUES	
	25.1	To receive latest PFIC minutes and verbal update report from the Chairman and Clerk, including fundraising to date, latest grant application and family fun day. Cllr Dow updated the Council on the latest Augean application being submitted and a decision is due early August. He explained his continued ongoing research into charity status in order to attract more funding opportunities. He thanked the people involved in the works at the playing field, namely K Cox, S Greaves and Cllr Woodman and urged Councillors to visit and see the progress. A letter of thanks will be sent. The family day was confirmed as 4th July and there is an organising working party set up from the PFIC. Cllr Woodman asked if the old roller can be taken for scrap and this was agreed. Action Clerk/Cllr Woodman
	25.2	To note and agree payment of invoices and ongoing emptying costs for signage/bins.

Signed by the Chairman _____

		The Clerk explained the remainder of the Playdale invoice to be paid from the grant is due and the final claim from Augean can be made after the completion report. There was a discussion about new signs and bins being needed now the play area is due to be opened and a further amount up to £500 was agreed to be spent as required. Action PFIC/Clerk to order
	25.3	To receive and note final lease of land to the Cricket Club to be registered with the Land Registry, herewith. There were concerns raised about 2 parts of the lease (in particular that a cricket club member is a liaison representative with the Parish Council and not a Parish Councillor as stated) and these will be sorted before the final lease is submitted. Action Clerk
	25.4	To receive update regarding use of the playing field by Macca Sports in May half-term and resolve to agree a working party to look at hire agreement for Wittering Premier football club. The Clerk had circulated a draft hire agreement. It was agreed that Cllr Dow and Cllr Hamilton review this with the Clerk and agree it with Macca ahead of May half-term. Further hire arrangements and the agreement with Wittering to be confirmed at a later date. Action Clerk/Cllrs Dow and Hamilton
	25.5	To receive notification that a ROSPA play equipment inspection is booked for June and resolve Cllr to accompany. An arrangement had to be made for a post installation equipment inspection to be carried out and this was combined with the annual ROSPA inspection and carried out already. The report showed no urgent concerns and arrangements will be made by the PFIC to address any issues. Action PFIC
	25.6	To receive and note notification of offer of grass cutting the PF and resolve response. K Cox had supplied information of a MOP who was willing to cut the grass at the playing field free of charge. There were some concerns raised over insurance, the effect on the current contract in place and reliability. A formal proposal will be requested and the concerns will be investigated before a decision can be made. Action Clerk
21/26	REPORTS FROM REPRESENTATIVES	
	26.1	Trees and Greens Working Party a) To note new committee members and resolve action. Cllr Nicol explained the recent work of the working party and it was resolved that a further quote for tree felling be reviewed and a decision made, possibly after the summer survey due. Action TAGWP
	26.2	Checkers reports/village maintenance a) To receive checker report (including gym equipment) for April, herewith, and note actions needed of cleaning, shelter burn, bird spikes and agree who. Agree checker for May, currently Cllr Holwell. The recent check was reviewed and actions agreed. Cllr Woodman will look at cable ties for equipment and cleaning is included in checker requirements. Cllr Nicol explained the system for reporting maintenance issues easily online via "Street Doctor", for residents and Councillors alike. The May checker was agreed as Cllr Cherry. Action Cllr Cherry.
	26.3	Village Hall. To receive and note update, including consultation on alcohol licence. Councillors received latest update, circulated. The Council had submitted no objections to the application for an on site sale of alcohol licence at the recent Extraordinary meeting.
	26.4	Vehicle Activation Devices and Traffic Working Group. To note new members and resolve any action. It was reported that 2 of the devices are solar and working now. The one at the top of Porters Lane will be reported as not working. Action Clerk
	26.5	Joint Action Group/Police Liaison Representative (PLR) To receive latest report from group activity, herewith, and appoint PLR if needed. The latest minutes were received and noted. The appointment of a Police Liaison Representative will be carried forward and a volunteer to attend the next JAG meetings will be found.
	26.6	Village Plan Working Party To resolve a way forward, considering a village needs survey and Parish Council action plan It was resolved that with the new Councillors now appointed and the PFIC in place, the VPWP will meet soon, another open evening will be organised and the plan revisited. Action Cllrs Woodman and Green and D Davenport.
21/27	FREEDOM LEISURE ACTIVITY CAMPS – to receive details and resolve venue if possible It was confirmed by the Clerk that the camps that were held 2 years ago in the summer cannot be held at the old school site again due to the building work. The organisers are in consultation with the Village Hall about holding the activities there instead.	

Signed by the Chairman _____

21/28	ALLOTMENTS	To receive update from Allotment Manager. It was reported that all plots are good and all are taken.	
21/29	PLANNING		
	29.1	To note minutes from Planning Committee meeting on 28th April 2021, herewith, and responses. The minutes of the last meeting were received and noted. New applications are included in the next agenda for the new planning committee.	
21/30	CLERK CORRESPONDENCE /INFORMATION TO NOTE:		
	a) CLOCK DONATION FROM VILLAGE HALL AND QUOTE TO REPAIR CLOCK FACE. It was noted that a quote to repaint the clock at the same time as the repair is £3410 plus vat and too much money for the Parish Council. The Village Hall Committee agreed to pay £250 towards the cost of the repair and the PC expressed their thanks. The possibility of a grant to repaint it will be investigated and the repair is authorised to go ahead. Action Cllr Woodman/Cllr Bates		
	b) CLERK INCREMENTAL POINT DUE WEF 1ST APRIL. STAFFING COMMITTEE MEETING DUE/TBA The Clerk confirmed that an increment rise on the anniversary of appointment is due subject to performance and the new staffing committee will need to meet to discuss and agree, perhaps waiting to see if cost of living increase agreed nationally. Action Cllrs Bates, Watson, Nicol and Cherry		
21/31	ORDERS FOR PAYMENT		
	The following payments were agreed to be made as follows; Action Clerk to pay		
	31.1	To note Clerk has paid employer NI contributions in error and resolve to reimburse payments made in last year totalling £112.09 for 20/21 – see attached	£112.09 tbc
	31.2	Playdale remainder of payment due	£10423 plus vat tbc
	31.3	Insurance premium	tbc
	31.4	Zoom subs share reimburse clerk	£7.99
	31.5	Stationery Clerk	£13.56
	31.6	Leics Gardens grass cutting contract payment made 26/4/21 and invoice due	£560
	31.7	Ink subs share reimburse Clerk.	£12.49
	31.8	Post install inspection £395 plus ROSPA The Close £68.50	£463.5 plus vat
	31.9	HMRC employer payment, tax/NI deducted from salary, including employer NI	£15.61
	31.10	Clerk mileage for April 2021	£5.40
	31.11	Clerk's salary £813.02 plus £27 home office less tax £3.20 NI £1.92, payable 31/5/2021	£834.90
	31.12	New signs for play area and new bin if necessary.	£117.29
	31.13	SSE Electricity bill	£131.51
21/32	RECEIPTS	To note income received; Donations from K Cox and direct to bank account for PFIC project Grant from Maud Elkington Precept Donation from Village Hall towards clock repair	£533.55 £750 £34148 £250
21/33	DATE OF NEXT MEETINGS It was noted that the date of the next Parish Council meeting is Monday 14 th June 2021 at 7pm and the next PFIC meeting is 3 rd June at 8pm, the next Planning Committee meeting 26 ^h May 2021 at 7pm. See website for details.		

Signed by the Chairman _____

Emails for June meeting

1. Dear Clerks,

I write this email as an introduction to a concept a few of us have been discussing for improving pedestrian and **cyclist facilities between the 3 Parish Councils** of Easton on the Hill, Collyweston and Duddington. Geographically, the concept actually goes further than this, and is explained in more detail below.

The last year has re-focused many of us. Enforced changes to exercise habits, massive increased use of public footpaths, record sales of cycles (especially electric bikes for the less energetic), are all positive byproducts of the pandemic. But it has also brought to our attention opportunities to improve the facilities we already have.

It's early days, and our current group is three - one each from Easton (me) , Collyweston and Duddington. We have the time and the enthusiasm for a long haul project over several years. We intend to follow the Sustrans Cycle Network Development Guide which is based on 25 years of Sustrans' experiences in developing the National Cycle Network. This guide states that 4 to 5 years is a typical period for achieving a funded, constructed and adopted new cycle way.

Now that the 2021 local elections are complete, with new Parish Councils ready to get going, and our new local authority of North Northamptonshire up and running, the time seems right to approach our Parish Councils, and seek agreement in principle (or not) to us taking this project forward. Then we will approach North Northamptonshire Councillors and the Highways Authority.

If there are Parish Councillors that wish to join us, or become the PC's representative, please do so. If there is already a similar project up and running, please let us know. If you'd like me to come and talk about it, please ask.

We do hope you find this interesting and something your Council can support,

Kind regards,
Jo Willis.

Footpath and cycle path linking Easton, Collyweston and Duddington

The objectives of this project are as follows.

We'd like to improve the pedestrian, running and cycling opportunities for people in Stamford, Easton on the Hill, Collyweston and Duddington. The two really specific needs are a footpath connection from Duddington to Collyweston, (the grass verge alongside the A43 is not a nice place to be), and an off-road cycling linkage between Stamford, and the villages along the way to Duddington, to enable safe access out into the the lovely Northamptonshire lanes.

I deliberately haven't enclosed a concept map as people tend to focus in on the detail, before it's been discussed in a more general way.

There are several elements to the concept which breakdown as follows:

1. There is already a designated cycle path from Wothorpe up to Easton on the Hill - even though the tarmac surface is poor. This is already adopted by local authorities.
2. There is a footpath from Easton to Collyweston, not designated as a cycle way and rather narrow in places. We hope this can be upgraded / widened and designated as a shared footpath and cycle way.
3. There is no provision along the A43 from Collyweston to Duddington. The highway verges are wide and maybe the solution. It would be good to get the path onto the old road in the field to circumvent the Duddington roundabout. Maybe some other creative ideas to make this both an enjoyable and safe experience, rather than just beside the A43 and its trucks. A safe route is first objective, and an exciting experience is the ultimate achievement! Much thought and discussion needed on this element, and we have already just started a discussion with the Burghley Estate.
4. The route would then go through Duddington village and back onto the A43 at the Southern end of the village. Here there is already a narrow footpath to the bottom of the track up into Fineshade woods. What we'd really like to do is link through to the road to Wakerley village. Its seriously dangerous along this bit of the A43 for cyclists as its so twisty and fast.
5. The last element is along the A47 from "The Drove" (also called "Kingcliffe Road" on maps" out of Collyweston, through to the Collyweston Cross Roads junction at the back gates into RAF Wittering. This would link cyclists into the quiet rural roads through to Kingcliffe and the villages of Apethorpe, Yarwell, Nassington and ultimately Oundle. One solution here would be to go behind the tree belt and into the airfield, by relocating the perimeter fence by maybe 5m.

2. Queens' green canopy

To mark and celebrate Her Majesty The Queen's Platinum Jubilee next year every Town and Parish Council in Northamptonshire is invited through The Queen's Green Canopy initiative to "Plant a Tree for the Jubilee" as part of a nationwide celebration.

The project will see all counties of the United Kingdom creating a network of individual or specimen trees, avenues, copses and woodlands in honour of The Queen's 70 years of service to the Nation. There is already great interest in this project across the county and whether your council plants a single specimen tree, a row of trees, an avenue or a copse the Platinum Jubilee will offer an opportunity for people to unite in celebration of The Queen's lifetime of service and encourage people to come together with the common purpose of "greening" their local environments.

In terms of timings the first planting phase will be from October 2021 to April 2022 and the Platinum Jubilee Official National Celebration Weekend is on the 3rd to the 6th of June 2022.

You will find further information in the next edition of **eupdate** from Northants CALC and of course all the detail on The Queen's Green Canopy website: www.queensgreencanopy.org

My role is to assist the Lord Lieutenant champion and publicise The Queen's Green Canopy initiative across the county. Should you have any questions do please feel free to contact me by e-mail. paul@southfieldshouse.co.uk

With best wishes,

Paul Parsons
Southfields House, Towcester, Northamptonshire, NN12 8EA
www.queensgreencanopy.org

3. Dear Parish Councils

I have received the above Felling Licence Application to fell the majority of cpt 52a within Wothorpe Groves as shown on the attached map. The main species to be felled will be ash and sycamore as they are now over-mature, often diseased and starting to blow over, causing a health and safety issue to those that use the wood. The wood is to be replanted once felled with a native broadleaved mix.

As the woods have permissive access within them and are likely to be well-used by your parishioners, I am extending an invitation offered by Peter Glassey (cc'd in), the Head Forester of the Burghley Estate to show the Councillors around the wood to explain why the works are necessary. Could you please contact Peter directly to arrange for a site-visit should this offer be accepted.

If you would then have any comments regarding the felling, could you please let me know by the 31st June, or submit them directly onto the Public Register:

<https://forester.maps.arcgis.com/apps/CrowdsourcingPolling/index.html?appid=6bc1fd7f76fa41cf85866092532e0c1c>

If you have any queries, please do not hesitate to get in touch.

Regards

Alastair

Alastair Stirling
Woodland Officer | Forestry Commission
E-mail: alastair.stirling@forestrycommission.gov.uk
Telephone: 07748 336714

4. JAG important changes

PS Goodwin has asked me to forward a digital survey from the Northamptonshire Police (shown and accessible from below) to JAG Parish representatives and requests that you encourage your parishioners to participate. The survey is also available via Neighbourhood Alert and the Police Facebook and Twitter sites. Leigh informs me that the process for determining the Locally Identified Priorities for our area has changed and that the survey will make it more open to residents to tell us their problems. This new LIP process is now live.

As the data from the survey will not be available before our scheduled JAG meeting we plan to **reschedule the meeting for Tuesday, 13th July commencing at 1:30pm** when the survey returns have been processed and can be discussed. I will confirm whether this will be a Teams or live meeting when COVID rules are clearer.

If you have any questions please contact me.

Jo Williams

JAG Administrator.

Dear Resident

Please tell us about the issues that matter most to you in the area where you live and work by completing a short survey. The information you give us will help identify the local neighbourhood policing priorities for your area.

[Click here to complete our local priorities survey](#)

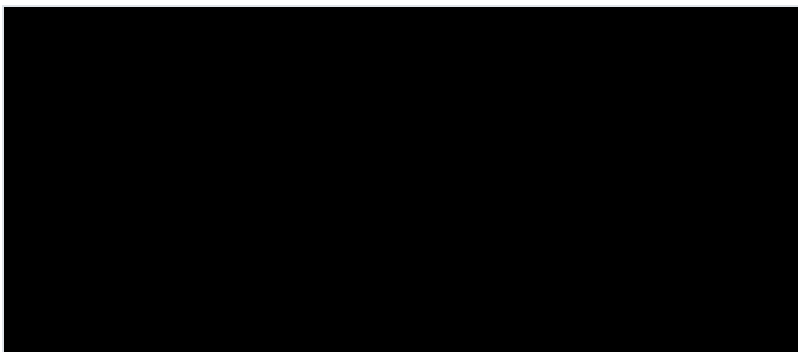
We would like to know about any crime or anti-social behaviour that is causing you concern and if there is anything specific you would like us to focus on. We'd also like to know how safe you feel when out and about in your neighbourhood and whether you think the police are doing a good job at tackling local crime and disorder.

The survey takes just a few minutes and we would really appreciate you taking the time share your views. The more feedback we get, the better we can understand what the issues are for local people.

At a county level, we have four [Matters of Priority](#) that Northamptonshire Police will put a special focus on over the next 12 months – serious and organised crime, domestic abuse, knife crime and anti-social behaviour.

We will also set up to three local priorities for each policing area every three months based on local crime statistics and the feedback we get from the community. We will tell you what those priorities are and keep you informed about the action we are taking to address them.

Your feedback is really important and we appreciate you taking the time to [share your views](#) with us.



Northamptonshire Police: Locally Identified
Priorities

Take this survey powered by [surveymonkey.com](https://www.surveymonkey.com). Create your own surveys for free.

Thank you

**PS 888 Leigh Françoise Goodwin NPT Sergeant
East Northants Neighbourhood Policing Team**

**5. EMRMF meeting
You have been invited...**

[Accept](#)[Decline](#)[Tentative](#)

Subject: Kings Cliffe Liaison Committee Meeting

Location: Zoom call

Date: Wednesday, 16 June, 2021

Time: 11:30 - 13:30 (Europe/London)

From: Carol Earp

Attendees: A.Mckellar@environment-agency.gov.uk, andrew@pchoward.com, annabel.decapellbrooke@northnorthants.gov.uk, basiamurie@gmail.com, chair@laxtonparishmeeting.org, chris.leuchars@btinternet.com, clerk@barrowdenpc.org.uk, clerk@eastononthehill-pc.gov.uk, clerk@nassington.org.uk, clerk@yarwellparishcouncil.org.uk, dallan6475@aol.com, david.teall@gmail.com, Eleanor Nicholson, fifisings@live.com, Gary Bower, Gene Wilson, greg.wilkinson@environment-agency.gov.uk, helen.harrison@northnorthants.gov.uk, Jason.smithers@northnorthants.gov.uk, jdbsk.richardson@btinternet.com, joapethorpe@yahoo.com, kevin.burton@environment-agency.gov.uk, m45ichael@gmail.com, maggie_scott236@btinternet.com, Peter Oldfield, Phil.Watson@northnorthants.gov.uk, shenagh@top-lodge.co.uk, Simon Moyle, woodnewtonpc@gmail.com

Notes: Thank you for completing the doodle poll, the details of the Zoom call are below:

Join Zoom Meeting

<https://zoom.us/j/93907506216?pwd=Y2c1ME1majAxSHJabHN3WUIOOW5oQT09>

Meeting ID: 939 0750 6216

Passcode: 593242

6. Clock winding;

To Easton-on-the-Hill Parish Council,

We write in our capacity as the new joint Health & Safety Officers for the Trustees of The EOTH Village Hall. The Board of Trustees for the Village Hall has changed recently, as has the Parish Council. The new Chairman and Trustees decided to review all our protocols including H & S.

The Splendid clock located on the bell tower of the village hall is much loved icon. We understand the clock is owned by the village, through the Village Hall. The maintenance and repair the clock is,

however, the responsibility of the Parish Council. We do not know how, or when this arrangement came about. Nonetheless it appears to have been in place for many years.

The clock is presently wound up every six days by Councillor Mrs Patsy Bates, with the help of her husband Martin. This apparently effective and much appreciated solution has been in place for many years. We became aware of the process to wind the clock, on 24th May 2021, when Mrs Bates kindly gave a brief explanation of the process she uses; it involves climbing a ladder to a height above 3m (held by Mr Bates), unlocking and opening a small cupboard door and then physically winding the clock.

Given our understanding of this process, which we acknowledge is not definitive, we feel that it may no longer be satisfactory, or appropriate giving due regard to Mrs Bates safety. We therefore propose the process of winding of the clock be suspended, with immediate effect, until we, together with the Parish Council, are able to carefully review of the process and determine the appropriate protocol, which may conceivably be the current arrangement, if this is felt, after due consideration, to be safe and appropriate.

Furthermore, we understand the clock is to undergo some maintenance works in the near future. We suggest this may be a good opportunity to examine if there are possible acceptable modifications, to the clock, possibly electrification, which could eliminate the current high level winding process.

If any member of the Parish Council would like to meet us, at the Village Hall, to discuss this matter, we would be very happy to do so. I understand you have a Parish Council meeting on the 14th June 2021 when you will no doubt wish to discuss this. In the meantime should you require any further information please do not hesitate to let us know.

We are confident we can resolve this issue, in the best interest of both parties, and find a way for our loved clock to operate, for the benefit of all the villagers and visitors, in a safe way.

Yours sincerely,

Bill Bulman and Cate Goodwin

7. Village Hall representative and AGM

The AGM for the Village Hall will be held on Monday 28th June at the village hall. The AGM is open to all in the village and so please invite any members to come along and hear what we have been doing and our ideas and plans for the future.

The Parish Council is entitled to appoint a representative trustee to the management committee and this can be re-nominated every year. As you know representative trustees are full members of the management committee along with elected trustees.

Please can you confirm to me by Monday 21 June who will be the representative for the forthcoming year and if someone new please can I have their address, phone number and email.

8. Macca Sports request – told that has to be agreed at Monday's meeting

Following a successful week up at Easton we would like to move forward with confirming the hire of the grounds/pavilion across the summer holidays from the week commencing the 12th July to the week ending the 27th August.

I would be grateful if you could confirm whether or not this would be possible on the same terms as set out for May HT.

We are launching our advertising tomorrow afternoon (Wednesday 9th June) and will include Easton on the Hill as the venue if I receive confirmation from you that we are okay to go ahead. If you are not in a position to confirm we shall still advertise but without a confirmed location at this stage.

Appreciate this is a tight turn around but here's hoping.

FINANCE REPORT FOR JUNE MEETING

			17% thru year		
	BUDGET	ACTUAL TO DATE	% of budget	APR	MAY
Payments (excluding VAT)					incl extra NI
Staff costs inc hmrc	£ 9,953.00	£ 1,813.44	18.22%	£ 850.84	£ 962.60
Insurance	£ 1,021.00	£ 1,055.00	103.33%		£ 1,055.00
Room Hire	£ 200.00	£ 13.32	6.66%	£ 6.66	£ 6.66
Admin costs, station, post, miles. Bank	£ 850.00	£ 52.46	6.17%	£ 21.01	£ 31.45
Subscriptions	£ 679.00	£ 454.95	67.00%	£ 454.95	
Training/conference	£ 900.00	£ -	0.00%		
Audit	£ 545.00	£ 275.00	50.46%	£ 275.00	
Street Lighting	£ 2,100.00	£ 243.22	11.58%	£ 117.96	£125.26
Parks & Open Spaces, grit, bins, trees	£ 5,605.00	£ 1,748.31	31.19%	£ 627.07	£ 1,121.24
Asset Maintenance	£ 1,225.00	£ -	0.00%		
Website & email	£ 600.00	£ -	0.00%		
s137 payments	£ 50.00	£ -	0.00%		
Other payments (not in budget)		£ -	#DIV/0!		
Total Payments	£23,728.00	£ 5,655.70	23.84%	£ 2,353.49	£ 3,302.21
Receipts (excluding VAT)					
Precept - ENC	£34,148.00	£34,148.00	100.00%	£34,148.00	
Allotment Rent	£ 140.00	£ 81.40	58.14%	£ 81.40	
Interest		£ -	#DIV/0!		
Donations		£ 250.00	#DIV/0!	VH	£ 250.00
Other receipts (not in budget)donations/grants		£ -	#DIV/0!		
email a/c credit		£ -	#DIV/0!		
Total Receipts	£34,288.00	£34,479.40	100.56%	£34,229.40	£ 250.00
Reserves/projects	Opening Balance	Spent		APR	MAY
General reserves	£ 3,000.00				
LGR/Tgn	£ 500.00				
Election	£ 300.00				
Notice board/Sol	£ 1,000.00				
Playing field	£ 5,500.00		Fencing part covered by grant received	£ 3,731.27	

Total other payments	£10,300.00			£ 3,731.27	
Other receipts					
Maud Elk grant				£ 750.00	
Augean grant					
Donations PF				£ 290.00	£ 601.02
Total other receipts		£ -	#DIV/0!	£ 1,040.00	£ 601.02
VAT payments				£ 766.89	£ 119.83
VAT receipts					£5,626.37

Notes

- 17% way through the year and 24% of budget has been spent – due to some items having all /most of budget spent early on. ie insurance, audit and subs. Playing field expenditure is due to early grass cutting bills, skip hire, signs and extra rospa reports. I will show a separate PF budget in future as grants/donations are affecting this.
- Other budget items affected are room hire – will increase due to face to face meetings and also zoom subs still being paid.
- Training budget will increase as new councillor training hits
- Asset maintenance budget will be affected by clock repair agreed and possible ROSPA report issues to be addressed.
- Bank account showing £53227 at end of May. Due to be paid is £12k remaining Playdale invoice. Plus to come is income £2032 - from last Augean claim and donations.

PLAYING FIELD BUDGET

- Raised in donations last financial year £7257.89
- PC paid for £4445 third party grant contribution so in effect PF budget £2812 in credit.
- This excludes the £3k straightforward PF budget last year unspent and carried over in reserves.
- So far this year the PC has paid extra for skip, fencing, signs, installation report, total £2197.74 and a further £1791.02 has been received in donations.
- Total balance of PF budget is £2405 in credit, plus 3k PF budget.
- PC to pay for LHS fence £1700 and new bin £173.

INCOME	EXPENDITURE	DIFF
£7257 donations/grants to 20/21	£4445	£2812 cr
£3000 budget		£5812 cr
£1791.02 donations/grant 21/22	£2197.74	£5405 cr
£5500 budget		

(a % earmarked for CTP contribution if Augean grant awarded, possibly £2310)

EASTON ON THE HILL PARISH COUNCIL Member Code of Conduct

The purpose of the Code of Conduct is to assist Councillors in modelling the behaviour that is expected of them, to provide a personal check and balance, and to set out the type of conduct against which appropriate action may be taken. It is also to protect yourself, the public, fellow Councillors, council officers, and the reputation of local government. It sets out the conduct expected of all members, and a minimum set of obligations relating to conduct. The overarching aim is to create and maintain public confidence in the role of members and local government. Where you believe that a member has not met the obligations of the Code of Conduct then you can make a complaint by using the procedure contained in Appendix C.

General principles of councillor conduct

Everyone in public office at all levels; all who serve the public or deliver public services, including ministers, civil servants, councillors, and local authority officers; should uphold the Seven Principles of Public Life, also known as the Nolan Principles.

Building on these principles, the following general principles have been developed specifically for the role of councillor.

In accordance with the public trust placed in me, on all occasions:

- I act with integrity and honesty
- I act lawfully
- I treat all persons fairly and with respect; and
- I lead by example and act in a way that secures public confidence in the role of councillor

In undertaking my role:

- I impartially exercise my responsibilities in the interests of the local community;
- I do not improperly seek to confer an advantage, or disadvantage, on any person;
- I avoid conflicts of interest;

- I exercise reasonable care and diligence; and
- I ensure that public resources are used prudently in accordance with my local authority's requirements and in the public interest.

Application of the Code of Conduct

This Code of Conduct applies to you as soon as you sign your declaration of acceptance of the office of councillor or attend your first meeting as a co-opted member and continues to apply to you until you cease to be a councillor.

This Code of Conduct applies to you when you are acting in your capacity as a councillor which may include when:

- you misuse your position as a councillor
- Your actions would give the impression to a reasonable member of the public with knowledge of all the facts that you are acting as a councillor;

The Code applies to all forms of communication and interaction, including:

- at face-to-face meetings;
- at online or telephone meetings;
- in written communication;
- in verbal communication;
- in non-verbal communication;
- in electronic and social media communication, posts, statements, and comments.

You are also expected to uphold high standards of conduct and show leadership at all times when acting as a councillor.

Your Monitoring Officer has statutory responsibility for the implementation of the Code of Conduct, and you are encouraged to seek advice from your Monitoring Officer on any matters that may relate to the Code of Conduct.

You are encouraged to seek advice from your Clerk, who may refer matters to the Monitoring Officer.

Standards of councillor conduct

This section sets out your obligations, which are the minimum standards of conduct required of you as a councillor. Should your conduct fall short of these standards, a complaint may be made against you, which may result in action being taken.

Guidance is included to help explain the reasons for the obligations and how they should be followed.

General Conduct

1. Respect as a councillor:

As a Councillor

- 1.1 I treat other councillors and members of the public with respect.**
- 1.2 I treat local authority employees, employees and representatives of partner organisations and those volunteering for the local authority with respect and respect the role they play.**

Respect means politeness and courtesy in behaviour, speech, and in the written word. Debate and having different views are all part of a healthy democracy. As a councillor, you can express, challenge, criticise and disagree with views, ideas, opinions, and policies in a robust but civil manner. You should not, however, subject individuals, groups of people or organisations to personal attack.

In your contact with the public, you should treat them politely and courteously. Rude and offensive behaviour lowers the public's expectations and confidence in councillors. In return, you have a right to expect respectful behaviour from the public. If members of the public are being abusive, intimidatory or threatening you are entitled to stop any conversation or interaction in person or online and report them to the local authority, the relevant social media provider, or the police. This also applies to fellow councillors, where action could then be taken under the Councillor Code of Conduct, and local authority employees, where concerns should be raised in line with the Council's Member/Officer Protocol, if it has one.

2. Bullying, harassment and discrimination

As a councillor:

- 2.1 I do not bully any person.**
- 2.2 I do not harass any person.**
- 2.3 I promote equalities and do not discriminate unlawfully against any person.**

The Advisory, Conciliation and Arbitration Service (ACAS) characterises bullying as offensive, intimidating, malicious or insulting behaviour, an abuse or misuse of power through means that undermine, humiliate, denigrate, or injure the recipient. Bullying might be a regular pattern of behaviour or a one-off incident, happen face-to-face, on social media, in emails or phone calls, happen in the workplace or at work social

events and may not always be obvious or noticed by others.

The Protection from Harassment Act 1997 defines harassment as conduct that causes alarm or distress or puts people in fear of violence and must involve such conduct on at least two occasions. It can include repeated attempts to impose unwanted communications and contact upon a person in a manner that could be expected to cause distress or fear in any reasonable person.

Unlawful discrimination is where someone is treated unfairly because of a protected characteristic. Protected characteristics are specific aspects of a person's identity defined by the Equality Act 2010. They are age, disability, gender reassignment, marriage and civil partnership, pregnancy and maternity, race, religion or belief, sex and sexual orientation.

The Equality Act 2010 places specific duties on local authorities. Councillors have a central role to play in ensuring that equality issues are integral to the local authority's performance and strategic aims, and that there is a strong vision and public commitment to equality across public services.

3 Impartiality of officers of the council

As a councillor:

- 3.1 I do not compromise, or attempt to compromise, the impartiality of anyone who works for, or on behalf of, the local authority.**

Officers work for the local authority as a whole and must be politically neutral (unless they are political assistants). They should not be coerced or persuaded to act in a way that would undermine their neutrality. You can question officers in order to understand, for example, their reasons for proposing to act in a particular way, or the content of a report that they have written. However, you must not try and force them to act differently, change their advice, or alter the content of that report, if doing so would prejudice their professional integrity.

4 Confidentiality and access to information

As a councillor:

- 4.1 I do not disclose information:**
- a. given to me in confidence by anyone**
 - b. acquired by me which I believe, or ought reasonably to be aware, is of a confidential nature, unless;**
 - i. I have received the consent of a person authorised to give it;**
 - ii. I am required by law to do so;**
 - iii. the disclosure is made to a third party for the purpose of obtaining professional legal advice provided that the third party agrees not to disclose the information to any other**

person; or

iv. the disclosure is:

- 1. reasonable and in the public interest; and**
- 2. made in good faith and in compliance with the reasonable requirements of the local authority; and**
- 3. I have consulted the Monitoring Officer prior to its release.**

4.2 I do not improperly use knowledge gained solely as a result of my role as a councillor for the advancement of myself, my friends, my family members, my employer or my business interests.

4.3 I do not prevent anyone from getting information that they are entitled to by law.

Local authorities must work openly and transparently, and their proceedings and printed materials are open to the public, except in certain legally defined circumstances. You should work on this basis, but there will be times when it is required by law that discussions, documents, and other information relating to or held by the local authority must be treated in a confidential manner. Examples include personal data relating to individuals or information relating to ongoing negotiations.

5 Disrepute

As a councillor:

5.1 I do not bring my role or local authority into disrepute.

As a Councillor, you are trusted to make decisions on behalf of your community and your actions and behaviour are subject to greater scrutiny than that of ordinary members of the public. You should be aware that your actions might have an adverse impact on you, other councillors and/or your local authority and may lower the public's confidence in your or your local authority's ability to discharge your/its functions. For example, behaviour that is considered dishonest and/or deceitful can bring your local authority into disrepute.

You are able to hold the local authority and fellow councillors to account and are able to constructively challenge and express concern about decisions and processes undertaken by the council whilst continuing to adhere to other aspects of this Code of Conduct.

6 Use of position

As a councillor:

6.1 I do not use, or attempt to use, my position improperly to the advantage or disadvantage of myself or anyone else.

Your position as a member of the local authority provides you with certain

opportunities, responsibilities, and privileges, and you make choices all the time that will impact others. However, you should not take advantage of these opportunities to further your own or others' private interests or to disadvantage anyone unfairly.

7 Use of local authority resources and facilities

As a councillor:

- 7.1 I do not misuse council resources.**
- 7.2 I will, when using the resources of the local or authorising their use by others:**
- a. act in accordance with the local authority's requirements; and**
 - b. ensure that such resources are not used for political purposes unless that use could reasonably be regarded as likely to facilitate, or be conducive to, the discharge of the functions of the local authority or of the office to which I have been elected or appointed.**

You may be provided with resources and facilities by the local authority to assist you in carrying out your duties as a councillor.

Examples include:

- office support
- stationery
- equipment such as phones, and computers
- transport
- access and use of local authority buildings and rooms.

These are given to you to help you carry out your role as a councillor more effectively and are not to be used for business or personal gain. They should be used in accordance with the purpose for which they have been provided and the local authority's own policies regarding their use.

8 Complying with the Code of Conduct

As a Councillor:

- 8.1 I undertake Code of Conduct training provided by my local authority.**

8.2 I cooperate with any Code of Conduct investigation and/or determination.

8.3 I do not intimidate or attempt to intimidate any person who is likely to be involved with the administration of any investigation or proceedings.

8.4 I comply with any sanction imposed on me following a finding that I have breached the Code of Conduct.

It is extremely important for you as a councillor to demonstrate high standards, for you to have your actions open to scrutiny and for you not to undermine public trust in the local authority or its governance. If you do not understand or are concerned about the local authority's processes in handling a complaint you should raise this with your Monitoring Officer.

Protecting your reputation and the reputation of the local authority

9 Interests

As a councillor:

9.3 I register and disclose my interests.

Section 29 of the Localism Act 2011 requires the Monitoring Officer to establish and maintain a register of interests of members of the authority. You need to register your interests so that the public, local authority employees and fellow councillors know which of your interests might give rise to a conflict of interest. The register is a public document that can be consulted when (or before) an issue arises. The register also protects you by allowing you to demonstrate openness and a willingness to be held accountable.

You are personally responsible for deciding whether or not you should disclose an interest in a meeting, but it can be helpful for you to know early on if others think that a potential conflict might arise. It is also important that the public know about any interest that might have to be disclosed by you or other councillors when making or taking part in decisions, so that decision making is seen by the public as open and honest. This helps to ensure that public confidence in the integrity of local governance is maintained.

You should note that failure to register or disclose a disclosable pecuniary interest as set out in **Table 1**, is a criminal offence under the Localism Act 2011.

Appendix B sets out the detailed provisions on registering and disclosing interests. If in doubt, you should always seek advice from your Monitoring Officer.

10 Gifts and Hospitality

As a councillor:

- 10.1 I do not accept gifts or hospitality, irrespective of estimated value, which could give rise to real or substantive personal gain or a reasonable suspicion of influence on my part to show favour from persons seeking to acquire, develop or do business with the local authority or from persons who may apply to the local authority for any permission, licence or other significant advantage.**
- 10.2 I register with the Monitoring Officer any gift or hospitality with an estimated value of at least £50 within 28 days of its receipt.**
- 10.3 I register with the Monitoring Officer any significant gift or hospitality that I have been offered but have refused to accept.**

In order to protect your position and the reputation of the local authority, you should exercise caution in accepting any gifts or hospitality which are (or which you reasonably believe to be) offered to you because you are a councillor.

The presumption should always be not to accept significant gifts or hospitality. However, there may be times when such a refusal may be difficult if it is seen as rudeness in which case you could accept it but must ensure it is publicly registered. However, you do not need to register gifts and hospitality which are not related to your role as a councillor, such as Christmas gifts from your friends and family.

It is also important to note that it is appropriate to accept normal expenses and hospitality associated with your duties as a councillor. If you are unsure, do contact the Monitoring Officer for guidance.

Appendix A – The Seven Principles of Public Life

The principles are:

Selflessness

Holders of public office should act solely in terms of the public interest.

Integrity

Holders of public office must avoid placing themselves under any obligation to people or organisations that might try inappropriately to influence them in their work. They should not act or take decisions in order to gain financial or other material benefits for themselves, their family, or their friends. They must disclose and resolve any interests and relationships.

Objectivity

Holders of public office must act and take decisions impartially, fairly and on merit, using the best evidence and without discrimination or bias.

Accountability

Holders of public office are accountable to the public for their decisions and actions and must submit themselves to the scrutiny necessary to ensure this.

Openness

Holders of public office should act and take decisions in an open and transparent manner. Information should not be withheld from the public unless there are clear and lawful reasons for so doing.

Honesty

Holders of public office should be truthful.

Leadership

Holders of public office should exhibit these principles in their own behaviour. They should actively promote and robustly support the principles and be willing to challenge poor behaviour wherever it occurs.

Appendix B - Registering interests

Within 28 days of becoming a member or your re-election or re-appointment to office you must register with the Monitoring Officer the interests which fall within the categories set out in **Table 1 (Disclosable Pecuniary Interests)** which are as described in "The Relevant Authorities (Disclosable Pecuniary Interests) Regulations 2012".

You should also register details of your other personal interests which fall within the categories set out in **Table 2 (Other Registerable Interests)**.

"Disclosable pecuniary interest" means an interest of yourself, or of your partner if you are aware of your partner's interest, within the descriptions set out in Table 1 below.

"Partner" means a spouse or civil partner, or a person with whom you are living as husband or wife, or a person with whom you are living as if you are civil partners.

1. You must ensure that your register of interests is kept up-to-date and within 28 days of becoming aware of any new interest, or of any change to a registered interest, notify the Monitoring Officer.
2. A 'sensitive interest' is as an interest which, if disclosed, could lead to the councillor, or a person connected with the councillor, being subject to violence or intimidation.
3. Where you have a 'sensitive interest' you must notify the Monitoring Officer with the reasons why you believe it is a sensitive interest. If the Monitoring Officer agrees they will withhold the interest from the public register.

Non participation in case of disclosable pecuniary interest

4. Where a matter arises at a meeting which directly relates to one of your Disclosable Pecuniary Interests as set out in **Table 1**, you must disclose the interest, not participate in any discussion, or vote on the matter and must not remain in the room unless you have been granted a dispensation. If it is a 'sensitive interest', you do not have to disclose the nature of the interest, just that you have an interest. Dispensation may be granted in limited circumstances, to enable you to participate and vote on a matter in which you have a disclosable pecuniary interest.
5. Where you have a disclosable pecuniary interest on a matter to be considered or is being considered by you as an Executive member in exercise of your executive function, you must notify the Monitoring Officer of the interest and must not take any steps or further steps in the matter apart from arranging for someone else to deal with it

Disclosure of Other Registerable Interests

6. Where a matter arises at a meeting which **directly relates** to one of your Other Registerable Interests (as set out in **Table 2**), you must disclose the interest. You may speak on the matter only if members of the public are also allowed to speak at the meeting but otherwise must not take part in any discussion or vote on the matter and must not remain in the room unless you have been granted a dispensation. If it is a 'sensitive interest', you do not have to disclose the nature of the interest.

Disclosure of Non-Registerable Interests

7. Where a matter arises at a meeting which **directly relates** to your financial interest or well-being (and is not a Disclosable Pecuniary Interest set out in Table 1) or a financial interest or well-being of a relative or close associate, you must disclose the interest. You may speak on the matter only if members of the public are also allowed to speak at the meeting but otherwise must not take part in any discussion or vote on the matter and must not remain in the room unless you have been granted a dispensation. If it is a 'sensitive interest', you do not have to disclose the nature of the interest.
8. Where a matter arises at a meeting which **affects** –
 - a. your own financial interest or well-being;
 - b. a financial interest or well-being of a friend, relative, close associate; or
 - c. a body included in those you need to disclose under Disclosable Pecuniary Interests as set out in **Table 2**

you must disclose the interest. In order to determine whether you can remain in the meeting after disclosing your interest the following test should be applied

9. Where a matter **affects** your financial interest or well-being:
 - a. to a greater extent than it affects the financial interests of the majority of inhabitants of the ward affected by the decision and;
 - b. a reasonable member of the public knowing all the facts would believe that it would affect your view of the wider public interest/

You may speak on the matter only if members of the public are also allowed to speak at the meeting but otherwise must not take part in any discussion or vote on the matter and must not remain in the room unless you have been granted a dispensation. If it is a 'sensitive interest', you do not have to disclose the nature of the interest.

10. Where you have a personal interest in any business of your authority and you have made an executive decision in relation to that business, you must make sure that any written statement of that decision records the existence and nature of your interest.

Table 1: Disclosable Pecuniary Interests

This table sets out the explanation of Disclosable Pecuniary Interests as set out in the [Relevant Authorities \(Disclosable Pecuniary Interests\) Regulations 2012](#).

<u>INTEREST</u>	<u>DESCRIPTION</u>
Employment, office, trade, profession or vocation	Any employment, office, trade, profession or vocation carried on by you for profit or gain.
Sponsorship	<p>Any payment or provision of any other financial benefit (other than from the Council) made or provided within the relevant period in respect of any expenses incurred by you in carrying out duties as a Member, or towards your election expenses.</p> <p>This includes any payment or financial benefit from a trade union within the meaning of the Trade Union and Labour Relations (Consolidation) Act 1992.</p>
Contracts	<p>Any contract which is made between you (or a body in which you have a beneficial interest) and the Council</p> <p>(a) under which goods or services are to be provided or works are to be executed; and</p> <p>(b) which has not been fully discharged.</p>
Land	Any beneficial interest in land which is within the area of the Council.
Licences	Any licence (alone or jointly with others) to occupy land in the area of the Council for a month or longer.
Corporate tenancies	<p>Any tenancy where (to your knowledge)</p> <p>(a) the landlord is the Council; and</p> <p>(b) the tenant is a body in which you have a beneficial interest.</p>

Securities	<p>Any beneficial interest in securities of a body where:</p> <p>(a) that body (to your knowledge) has a place of business or land in the area of the Council; and</p> <p>(b) either</p> <p>(i) the total nominal value of the securities exceeds £25,000 or one hundredth of the total issued share capital of that body; or</p> <p>(ii) where the share capital of that body is of more than one class, the total nominal value of the shares of any one class in which you have a beneficial interest exceeds one hundredth of the total issued share capital of that class.</p>
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“body in which the relevant person has a beneficial interest” means a firm in which the relevant person is a partner or a body corporate of which the relevant person is a director, or in the securities of which the relevant person has a beneficial interest;

“director” includes a member of the committee of management of a registered society within the meaning given by section 1(1) of the co-operative and community benefit Societies Act 2014, other than a society registered as a credit union.

“land” excludes an easement, servitude, interest or right in or over land which does not carry with it a right for the relevant person (alone or jointly with another) to occupy the land or to receive income;

“securities” means shares, debentures, debenture stock, loan stock, bonds, units of a collective investment scheme within the meaning of the Financial Services and Markets Act 2000 and other securities of any description, other than money deposited with a building society.

Table 2: Other Registrable Interests

You have a personal interest in any business of your authority where it relates to or is likely to affect:

- a. any body of which you are in general control or management and to which you are nominated or appointed by your authority
- b. any body
 - (i) exercising functions of a public nature
 - (ii) any body directed to charitable purposes or
 - (iii) one of whose principal purposes includes the influence of public opinion or policy (including any political party or trade union)

Appendix C

Arrangements for Making Complaints

If a person wishes to make a complaint about a councillor under the Code of Conduct, it should be addressed to:

The Monitoring Officer
North Northamptonshire Council
Sheerness House
Kettering
NN16 8TL

or e-mail monitoringofficer@northnorthants.gov.uk

The Monitoring Officer is a senior officer of the Council who has statutory responsibility for maintaining the Register of Members' Interests and who is responsible for administering the process in respect of complaints of alleged Member misconduct.

To ensure that the Monitoring Officer has all the information needed to process a complaint, it is recommended that complainants use the complaint form, which is available on request from the Monitoring Officer or can be downloaded from www.northnorthants.gov.uk.

MINUTES OF THE PLAYING FIELD IMPROVEMENT COMMITTEE MEETING OF EASTON ON THE HILL PARISH COUNCIL

held on 3rd June 2021 at 8pm at Easton Village Hall, New Road, Easton on the Hill

The legislation allowing remote meetings ended on 7th May 2021, however some Covid-19 restrictions were still in place. Members of the public were invited to attend, but as the hall was restricted on numbers due to the pandemic, a capacity of 20 was to be enforced if necessary.

Present: Councillors P Bates, S Cherry, K Dow, J Hamilton
And non-Councillors; K Cox, D Davenport, L Hallam and B Connolly
Clerk: J Rice
Members of the public: One

PFC/12	TO ELECT A CHAIRMAN
	Current Chairman to take nominations for Chairman and votes to appoint. Cllr Dow took nominations for Chairman and there was only one, Cllr Dow. This was proposed and seconded and then a unanimous vote to elect Cllr Dow as Chairman.
PFC/13	APOLOGIES FOR ABSENCE
	To receive and note apologies received and if accepted by the Clerk. The Clerk accepted apologies from Cllr Woodman and J Boulton
PFC/14	DECLARATIONS OF INTEREST
	<i>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).</i> There were no declarations of interest made. The Chairman reminded members that they must update their register of interests if necessary. The Clerk said there is an update form and she will circulate this. New members must complete the whole form although new Councillors will have already done this for full council.
PFC/15	PUBLIC TIME. Arrangements will be made for the public to join the meeting – see above. A maximum of 15 minutes will be permitted for members of the public to address the meeting on any item on the agenda. If necessary, Chairman to remind the public of the Public Speaking at Council and Committee Meetings Policy. Mrs Ward asked if there was going to be any equipment for the teenagers at the playing field as there is a lot for little children already. The Chairman explained that the development is in phases and the next phase was to install a zip wire and then a MUGA and also more gym equipment, subject to funding. These are more expensive items and opportunities for more grants and funding streams is being investigated.
PFC/16	To receive and agree as correct the minutes of the meetings on 29th April 2021, previously circulated. Motion: To accept and sign the minutes (including signing minutes from 16th March 2021) and review actions. The minutes were agreed as a true record and duly signed by the Chairman. Action Clerk
PFC/17	To review the current terms of reference and members of the committee and resolve to suggest any changes to be agreed at full council. Motion: To agree suggested terms of reference and members The current terms of reference had been circulated. The Chairman stated they were quite basic and had been updated with expected, positive behaviors in terms of responses times and conduct during meetings etc. The Chairman reminded everyone that members must abide by the Parish Council's Standing Orders, Financial Regulations and Code of Conduct. There was a slight, grammatical amendment to be made to the terms of reference but all else to stay the same for now. There may be a move to revisit setting up a Playing Field Association or similar, tied in with charity status for greater funds, but an options paper and report will have to go to full council. The Clerk mentioned that a Friends of the Playing Field group might be a better option to a charity.

Signed by Chairman _____

	<p>Councillor members of the committee are as agreed at the full council meeting, Cllr Bates, Cllr Cherry, Cllr Dow, Cllr Hamilton and Cllr Woodman and non-councillor members agreed as J Boulton, B Connolly, K Cox, D Davenport and L Hallam as the cricket club representative. Action Clerk to send B Connolly the register of interests and other forms</p>
PFC/18	<p>To revisit members and remit of sub groups and expected behaviors and response times. Motion: To agree working groups and expectations The Chairman went through the sub groups and they were agreed in turn as; Project plan – D Davenport and Cllr Woodman Play equipment – K Cox, J Boulton, B Connolly and Cllr Woodman Permissions and legal – suspend until needed Communications and social media – D Davenport, Cllr Dow and Cllr Cherry There was a discussion about a facebook page for the PFIP and it was resolved to set one up. Action Comms group Fundraising (now separate from charity status) - Cllr Cherry, K Cox, D Davenport and Cllr Bates Charity status/PFA/group development – K Cox, Cllr Hamilton and Cllr Dow The Chairman re-iterated the behaviors as stipulated in the terms of reference, especially the response times to emails and messages and asked each group to meet and state what their role is and what they are going to do/look at. The Chairman and Clerk stated that all decisions must be made at Committee meetings but research and investigations into options/costings can be made in the groups beforehand. Action all</p>
PFC/19	<p>To review progress since the last meeting on Phase 1; grant payments (outstanding claim of £1682.83 now being processed), fencing/gates (including quote for left/East hand side fence, agreed at site visit 19/3/21) and any other issues to be resolved following ROSPA inspection report. Motion: To agree any further actions as necessary The Clerk confirmed the last payment up to the 39k grant has now been paid, after the completion report could be done. The progress with the play equipment installation and fencing was reviewed and members praised for their hard work and input. There are still 2 gates to be installed and this is under control. There is a quote to install an additional fence along the left-hand side and council is to be asked for the expenditure for this. Action Clerk for agenda. The post installation report has been done and the contractor returned to do the snagging. It was decided that some grass seed is needed as it is not recovering in areas. Action K Cox .</p>
PFC/20	<p>To note deferred Augean grant application revised and submitted as circulated; £21,075 requested for Woodland area, zip wire and inclusive roundabout plus 7k of play equipment and £2500 volunteer hours to be funded in-house. Decision due early August. Motion: To note The Clerk had circulated the final version of the deferred grant application to Augean and re-iterated the responsibilities of the Council to fund the 11% third party contribution and 7k of play equipment if it is approved. This was all noted.</p>
PFC/21	<p>To discuss starting Woodland area project ahead of grant application and resolve to fund if grant not forthcoming. Motion: To agree a plan of action. It was noted that a plan of action is needed ahead of any works in autumn. The Clerk will circulate the revised plan of the Woodland area, as prepared previously by D Sharpe and J Davies. The outcome of the Augean application will be awaited and more discussions had at the next meeting. Funding was discussed and it was agreed to ask the Council to ringfence the income from Macca Sports for the playing field. Action Clerk</p>
PFC/22	<p>To discuss and agree provision of more litter/dog waste bins for the area, information to be circulated, amount agreed by full council. Motion: To agree bins order. It was agreed that an initial request for one more litter bin from NNC (a volunteer will install it) will be made to be located near the gate entrance to the play area next to the youth shelter. A request to just purchase will be made. Action Clerk</p>

Signed by Chairman _____

PFC/23	<p>To receive an update from the fundraising group, latest amounts summary circulated, and agree whether to submit a further Mick George application, deadline 1/9/21, a further begging letter and any other applications as per suggested list.</p> <p>Motion: To agree further actions for fundraising for phase 2.</p> <p>The fundraising group met and the Chairman has completed 5 applications, 3 of them submitted in full, asking for £500 Woodland area, £500 exercise equipment, £2000 zip wire and £80,000 MUGA. A Tesco Local Giving application has been started and needs more information to complete, sent to Clerk. A National Lottery account has been started too, to be confirmed. It was resolved to defer a further Mick George application until the result of the Augean application is known but agreed that one will be submitted. Cllr Dow said that some banks are offering donations with matched funding - no applications have been made as yet but could be considered. It was further agreed not to send a further begging letter as yet but to raise the profile of the group via social media and start to prepare another communication in September. It was thought that there is an option to add a donation via a text message on JustGiving. The Clerk had not seen this but will investigate.</p> <p>Action Clerk/Comms/fundraising group</p>
PFC/24	<p>To receive an update on the Family Fun Day and to note insurance risk assessment must be completed.</p> <p>Motion: To receive update and resolve any issues/action by committee/WG</p> <p>An update was received for the fun day on 4/7/21 from 11-4pm. The group is Cllr Woodman and D Davenport. There are activities from Wittering FC, Macca Sports, big games, tug of war, cricket nets, archery, pole frisbee and a BBQ. The charge of £100 for the cricket club bar was queried as it was thought this should be donated free of charge however this was not the case as other, commercial bars cost much more and has been all agreed. The Clerk re-iterated that a risk assessment must be done as it is a Council event to be covered by insurance and she will send a blank one to be completed. Action Funday group and Clerk</p>
PFC/25	<p>To receive invite to Ploughman's meet and greet Village Hall lunch on Saturday 26th June 12.30-2pm and agree numbers</p> <p>Motion: To agree reply</p> <p>The Clerk had circulated details and asked for members to confirm to her if they wished to attend. Action all</p>
PFC/26	<p>To note picnic bench vandalism and action taken/update on situation.</p> <p>Motion: To resolve further action/security investigation</p> <p>This was noted and has been reported to the police. It was confirmed that there has been more anti-social behavior at the cricket club recently and police presence has been increased as a result. Carrs Construction had promised a replacement bench and the Clerk has contacted them and will chase up. Action Clerk</p>
PFC/27	<p>To note Wittering Premier FC to provide own goals and if so resolve to move existing ones to near play area.</p> <p>Motion: To agree to ask Council about moving the goal posts.</p> <p>Moving of the goals was discussed and it was agreed to ask the council if the small one can be moved to alongside the play area and for the 2 large ones to be stored off site should Wittering FC install their own. Cllr Hamilton said that following a meeting with Wittering FC, there is now a requirement to have shower block facilities for players and the referee and a 12 month agreement in order to play league matches and attract funding. This will have to be put to full council and it was agreed to invite Russ Pye to the next meeting.</p> <p>Action Clerk</p>
PFC/28	<p>To agree the date and time of the next meeting.</p> <p>The date of the next meeting was agreed as 27th July at 7pm in the village hall.</p>

Signed by Chairman _____

Amendments agreed in July 2019 are shown in red italics

NATIONAL GROUND GRADING – STEP 7 MINIMUM REQUIREMENTS

(Appropriate to NLS Step 7)

When considering any developments of the ground to comply with the requirements of this grade, clubs are recommended to bear in mind the criteria for higher gradings which might be achieved for minimal additional expense.

NB The suitability of all installations shall be at the sole discretion of the FA Ground Grading Technical Panel

1. GROUND

1.1 Security of Tenure

Where a club does not own the freehold of their ground then evidence of adequate security of tenure must be provided. *This will be in-line with the principles of Rule 2.3.2 from The FA's Standardised Rules.*

1.2 Ground Share

Ground sharing would be at the discretion of each league within the National League System, taking into account local circumstances. Where ground sharing is permitted the club must have sole control over and use of facilities on match days.

Ground sharing must not be allowed in order for a club to gain promotion.

1.3 Capacity

There is no stated ground capacity.

1.4 Boundary of Ground

There is no requirement for a ground to be enclosed in any way.

1.5 Clubhouse

A clubhouse facility, whilst being desirable, is not compulsory.

If a clubhouse facility exists either on or adjacent to the ground, this should be open on match days to provide refreshments to spectators.

1.6 Car Parking

There should be adequate car parking facilities on or adjacent to the ground.

1.7 Pitch Perimeter Barrier

As a minimum, there must be post and rope surrounding the pitch on all those sides that may be occupied by spectators.

The barrier, if other than solid wall type of construction may be infilled. Advertising boards may be acceptable as a means of infill. *Any barriers installed at new grounds should be purposely designed, with integrated infill panels as required and be made from UPVC or coated metal.*

Ideally, there should be a minimum of 1.83 metres, ideally 2 metres between the touchline, goal line and the pitch perimeter barrier.

1.8 Pitch Standards

The playing surface will be grass, unless otherwise authorised by the respective League Rules and must be of an acceptable standard. It must be free from surface depressions and excessive undulations.

The maximum slope allowable shall not exceed an even gradient of vertical to horizontal 1 : 41 in any direction.

3G football turf

3G football turf may only be used provided conditions (i) to (v) below have been met (the "Performance Standard"):

(i) The pitch must be surfaced with 3G football turf that has laboratory type approval according to the FIFA Quality Concept for Football Turf (2012 & 2015 editions) – FIFA Recommended One Star/Quality level.

(ii) The 3G football turf pitch must be listed on The Association's register of 3G football turf pitches before use is permitted.

(iii) Where a 3G football turf pitch is not yet listed on The Association's register (for example if it is a newly installed pitch), a Club must obtain a Laboratory Performance Test Report and submit it to The Association.

(iv) The Association reserves the right to instruct a Club to have its pitch tested at any time in order to ensure that it meets the Performance Standard. All such tests shall be at the Club's expense.

(v) The 3G football turf, including run-offs, shall be one continuous playing surface and shall be green in colour at least one metre from the outer edge of the touchline and goal line. All line markings shall be in accordance with the Laws of Association Football.

It should be noted that:

- To achieve the FIFA Quality performance standard that a pitch must be a minimum of 100 metres x 64 metres.*
- For a Club to use a 3G football turf pitch at Step 6 or above it would be subject to annual testing, which would be at the Club's expense.*

1.9 Playing Area

The playing area is to be in accordance with the requirements of the Laws of the Game. Law 1 states that the length of the touchline must be greater than the length of the goal line.

Length	-	Minimum 90 m (100 yds)	Maximum 120 m (130 yds)
Width	-	Minimum 45 m (50 yds)	Maximum 90 m (100 yds)

It should be noted that at Grade H the playing area must be a minimum of 100 metres x 64 metres *and this is the recommended minimum size at Step 7.*

Goal posts and goal net supports should be of professional manufacture and conform to the current safety requirements and to the requirements of the Laws of the Game.

Reference should be made to the Goalpost Safety Information booklet published by The Football Association.

1.10 Technical Area

Portable trainers' boxes are permitted and must be securely fixed when in use.

It is desirable for a Technical Area to be marked out in accordance with the guidance contained in the 'Laws of the Game' booklet.

1.11 Secure Walkway

A secure walkway is not a requirement.

1.12 Floodlighting

Floodlighting is not compulsory at this Grade.

However, where it is provided it must be to an average lux reading of 120. No single reading can be less than one quarter of the highest reading so as to ensure an even spread of light.

Reading shall be on a grid of 88 markings (8 across, 11 down) evenly spaced with the outside readings falling on the pitch boundary line. The average of all the readings is taken to be the average illumination level in lux of the floodlighting installation.

The lux values must be tested every two years in accordance with current guidelines by an approved independent contractor.

When new or improved installations are being planned, an average lux. reading of 180 should be provided.

1.13 Public Address System

A public address system is not compulsory.

1.14 Entrances

There is no requirement for fixed entry points.

However, where a turnstile is installed, it must be fully operational and of the controlled revolving type.

1.15 Exits

Where fixed exit points are provided, there must be sufficient to ensure the safe evacuation of the ground if necessary.

All exits must be clearly signposted.

1.16 Emergency Access

Access for emergency services should be provided.

2. SPECTATOR FACILITIES

2.1 Seated Accommodation

Seated accommodation is not a requirement.

2.2 Covered Standing Accommodation

Covered accommodation is not compulsory.

Hard standing is not compulsory.

However, where it is provided it must be a minimum width of 0.9 metre, measured from the spectator side of the pitch perimeter barrier where provided. .

2.3 Toilets

Provision should be made for adequate toilet facilities.

2.4 Refreshment Facilities

Refreshment facilities for spectators are not compulsory.

3. DRESSING ROOM FACILITIES

All dressing rooms must be secure and suitable for purpose.

3.1 Players

Separate dressing rooms must be provided for both teams. Existing dressing room dimensions will be in order, provided that they are of a minimum of 12 square metres, excluding shower and toilet areas. However, clubs wishing to progress should be aware of the need to increase to a minimum of 18 square metres. Where clubs are planning to build new changing rooms, these must be planned to be a minimum size of 18 square metres, excluding shower and toilet areas.

Each dressing room should have the following:

A shower area comprising of at least 3 working showerheads for each team – if not located in the dressing room then they must be located adjacent to it.

Adequate toilet facilities exclusively for the use of players - if not located in the dressing room then they must be located adjacent to it and must not be accessible to the general public.

Hot and cold running water

Shared shower facilities are not acceptable.

Ideally separate toilet facilities should be provided for each team. It is not acceptable for players and match officials to share toilet facilities.

In order to be considered for promotion to Step 6, clubs must have en suite shower and toilet facilities with a minimum of 4 showerheads.

3.2 Match Officials

Separate dressing rooms must be provided for match officials, the minimum size of which shall be 4 square metres excluding shower and toilet areas.

Each match official's dressing room should have the following:

At least 1 working showerhead.

Adequate toilet facilities, exclusively for the use of match officials, which must be separate from those provided for the players. These do not necessarily need to be situated in the dressing room but must not be accessible to the general public.

Hot and cold running water

Provision should be made for changing accommodation for both male and female match officials.

When new changing rooms are being planned or existing changing rooms refurbished an area of 6 square metres and facilities for mixed gender match officials should be provided.

In order to comply with the G Grade after promotion to Step 6, clubs must provide en suite shower and toilet facilities for the match officials.

All dressing room areas to be maintained to a high level of cleanliness and secure on match days.

4. MEDICAL

There must be a suitable qualified person (minimum F.A. Save a Life) in attendance.

All clubs must provide first aid equipment at their ground.

All Clubs are required to have a Medical Emergency Action Plan (MEAP), or equivalent, in place. A copy of which must be submitted to the League Secretary on the standard form provided by no later than 1st August in each year displayed in a prominent public area in the clubhouse and/or dressing rooms.

Grass cutting at the Playing Field

Offer to do it free from P N

Facts

- Proposal includes basic grass cutting with own equipment from a member of the public FOC.
- The strimming around equipment and playing field/ cricket field will have to be done separately by someone else.
- He has no insurance himself.
- Came and Co say he is covered by the Council's own insurance as any volunteer is, as long as a risk assessment is done, the situation is monitored and his equipment is safe/suitable.
- The cricket club is happy for him to do their wicket if he is willing/able and he is covered by their insurance – this is confirmed.

Benefits

- Cost saving – unknown as contractor not approached as yet, sensitive?
- Harbours good relationships in the village/with residents

Potential issues

- There is potentially no back up if he is poorly/on holiday.
- He could require monitoring more than current contractor.
- He expressly stated that he does not want to upset the current contract/or. They have not yet been approached.
- Current contractor will need to tie in with him doing the basic cut and then trim after, or vice versa, but this may not always be convenient.

Proposal

- That the volunteer cuts the wicket rather than the whole area and liaises with the cricket club
And/or
- he just cuts the playing field at times when there is a need for an extra cut or Leics Gardens are not available and as a back up and for special events etc.

Ketton Drift is a Public Bridleway,
not a road.

10mph maximum speed please.

No through road

Take care to share the bridleway with
others



- Unrestricted access to walkers, cyclists, and horse riders. Motor vehicles permitted for access only with permission of the adjacent landowners, including the Parish Council.
- Your motor insurance may not apply as Ketton Drift is only maintained to bridleway standards by the Highways Authority.

Minutes of the Planning Committee meeting of Easton on the Hill Parish Council held on Wednesday 26th May 2021 at 7.00pm in the Easton on the Hill Village Hall, with current Covid-19 restrictions and a maximum of 20 people inside.

Present: Cllr J Hamilton, Cllr I Lawson, Cllr C Mountain and Cllr J Watson

Clerk: J Rice

Members of the public: 2

PC/21/1	<p>TO ELECT A CHAIRMAN To take nominations for Chairman and votes to resolve. Cllr Hamilton took nominations and there was one nomination to propose Cllr Hamilton as Chairman. This was seconded and he was unanimously voted in as Chairman.</p>
PC/21/2	<p>APOLOGIES FOR ABSENCE To receive and note apologies and if accepted by the Clerk. There were no apologies for absence.</p>
PC/21/3	<p>DECLARATIONS OF INTEREST 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). There were no declarations of interest made. The Clerk gave advice on applications from neighbours and unless they affect a Councillor’s property, a declaration would not need to be made as a Parish Councillor might often know the applicant and needs to act impartially at all times to do the job. However, if they feel it may appear they are biased and feel uncomfortable they could declare a personal interest.</p>
PC/21/4	<p>PUBLIC TIME. Arrangements were made for the public to join the meeting – see above restriction. A maximum of 15 minutes was permitted for members of the public to address the meeting on any item on the agenda. The members of public gave an explanation of their application for the variation in roof tiles below. They stated their neighbours affected did not object and that there are other properties with blue slate already in the area and this side abuts another in blue/black slate. This is only the west side that would be different and not seen from the main road. They explained there is a problem in sourcing Collyweston slate too. They said they would prefer real slate but would do in fake Collyweston if that is preferred. They explained about their tree application too and the reasons for the works to reduce one and fell/replace another. There are wall safety reasons connected to them and the bay tree too.</p>
PC/21/5	<p>TO RECEIVE AND AGREE AS CORRECT THE MINUTES OF THE LAST MEETING ON 27TH APRIL 2021 To be signed by new Chairman. The minutes were received and noted. Cllr Hamilton signed these minutes although it was noted that no Councillor present was part of the planning committee on the date of these minutes to be able to confirm the accuracy. The Clerk said the old committee had all had the minutes and no comments were raised.</p>
PC/21/6	<p>TO REVIEW THE PLANNING COMMITTEE TERMS OF REFERENCE AND MAKE ANY RECOMMENDATIONS FOR CHANGE These were received and noted and there were no suggestions for change.</p>
PC/21/7	<p>TO DISCUSS AND AGREE PARISH COUNCIL RESPONSE TO THE FOLLOWING NEW PLANNING APPLICATIONS:</p> <p>a) NE/21/00772/TCA Fell Maple and replace, reduce size of Acer at 26-28 High St. deadline 11/6/21. This was discussed and it was decided that there are no objections to this application due to the reasons and the replacement with another tree. Action Clerk to send</p> <p>b) 20/01540/FUL To note this application has gone to appeal. Demolition of s/s rear extension, erection of double storey rear extension, addition of 2 dormer windows at 6 The Lane was refused permission. This was noted.</p>

Signed by Chairman _____

	<p>c) NE/21/00588/VAR Variation of condition 5 to dismantle and re-roof eastern side with salvaged collywestons and to re-roof the west side with a blue/black slate. (See previous minutes.) This was discussed and it was agreed that the view and policy of the Conservation Officer would be sought and the committee would abide by that view in these specific circumstances. They would also view the property after the meeting to get a more visual perspective. Action Clerk</p> <p>d) NE/21/00509/FUL proposed demolition of existing single storey rear extension, erection of part 2 storey and single storey rear extension with large dormer window and addition of 2 dormer windows on north elevation at 6 The Lane, deadline extended to 27/5/21. This was discussed and it was noted that the previous application was refused due to the disproportionate increased size of mainly the first floor and it was decided that if this revised application addressed this issue, then there were no objections. Action Clerk to send</p>
<p>PC/21/8</p>	<p>THE FOLLOWING PLANNING APPLICATIONS AWAITING DECISIONS OR DECISIONS MADE SINCE LAST MEETING WERE NOTED</p> <p>e) NE/21/00583/FUL Change of use from verge to be included in domestic curtilage at 10 The Nook, deadline 14/5/21. Response sent. Awaiting decision.</p> <p>f) 21/00202/LBC to raise height of rear garden boundary wall from 1.5m to 2.3m between 23 Church St and 21 Church St Deadline 27/3/21. Permitted 22/4/21.</p> <p>g) 21/00250/FUL single storey extension to rear, ground and f/f side extension and front canopy at 23 Western Ave deadline 9/4/21. Permitted.</p> <p>h) 20/01678/FUL alterations and extensions to bungalow including addition of first floor at 4 The Lane, deadline 4/2/21. Awaiting decision.</p>
<p>PC/21/9</p>	<p>TO NOTE PLANNING TRAINING COURSE BOOKED FOR 8/11/21, 10-12 AND TREE OFFICER PRESENTATION AT THE NEXT MEETING. This was noted. It was suggested that training by the Conservation Officer/a Planning Officer would be useful due to the long wait for training. Action Clerk to request</p>
<p>PC/21/10</p>	<p>TO AGREE DATE OF NEXT MEETING. The date of the next meeting was agreed as Wednesday 23rd June at 8pm. Training to start from 7pm.</p>

Available to download at www.eastononthehill-pc.gov.uk