

Easton on the Hill Parish Council

Hibbins Cottage, The Green, Ketton, Stamford. PE9 3RA
 Email; clerk@eastononthehill-pc.gov.uk

Dear Councillors,

Due to the end of legislation permitting remote meetings, Councillors are requested to physically attend the **Annual Meeting of the Parish Council** on **MONDAY 17th MAY 2021** at 7.00pm at **Easton Village Hall**, New Road, Easton on the Hill, when the following listed business will be transacted.

There are strict Covid-19 regulations still in place regarding social distancing and sanitising and you are required to adhere to the additional guidance that has been sent to you.

Members of the public can attend the meeting however numbers are limited and if the hall gets to capacity (20 people), then you will be refused entry and required to attend remotely via Zoom; passcode 84930721652 and id 408069

Yours sincerely,

Jenny Rice, Jenny Rice, Clerk and Responsible Finance Officer

AGENDA

21/17	TO ELECT A CHAIRMAN	
	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.	
21/18	TO ELECT A VICE CHAIRMAN	
21/19	DECLARATIONS OF INTEREST	
	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.	
21/20	APOLOGIES FOR ABSENCE. To receive apologies sent to the Clerk and if accepted.	
21/21	PUBLIC PARTICIPATION	
	Arrangements will be made for the public to join the meeting in person if room, remotely or join by telephone call if they wish. PLEASE SEE THE DETAILS FOR THE MEETING ABOVE OR ON THE WEBSITE 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.	
21/22	MINUTES OF THE LAST MEETING (previously circulated)	
	To confirm as correct the record of the minutes of the meeting held on Monday 12 th April 2021 and the Extraordinary meeting on 28 th April 2021, previously circulated.	
21/23	MATTERS ARISING from previous meeting.	
21/24	GOVERNANCE AND FINANCE	
	24.1	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.
	24.2	To review and agree all committees' and working group's members, herewith
	24.3	To review committees' terms of reference and resolve any changes, herewith
	24.4	To review Financial Regulations, herewith, and resolve to adopt
	24.5	To review Standing Orders, herewith, and resolve to adopt
	24.6	To review finance internal control checkers
	24.7	To review monthly/weekly asset checkers – form altered, herewith
	24.8	To agree notice board controller for minutes, agendas etc
	24.9	To agree bookings for training for new Councillors and Chairmen, dates circulated
	24.10	To review Council's annual risk assessment, herewith
	24.11	To resolve a new bank signatory Councillor
	24.12	To receive internal audit report and resolve any actions
	24.13	To review AGAR Governance Statements and Chairman and Clerk to sign the form
	24.14	To review AGAR Accounting Statements and Chairman to sign the form
	24.15	To agree dates for public to exercise rights to inspect accounts and forms to be submitted to external auditor as required
	24.16	To receive and review renewal notice for Came and Co insurance and resolve action
	24.17	To receive finance report for month and resolve any queries, herewith.

	24.18	To receive information on opportunity to have Council General Power of Competence and resolve action	
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.	
	25.2	To note and agree payment of invoices and ongoing emptying costs for signage/bins.	
	25.3	To receive and note final lease of land to the Cricket Club to be registered with the Land Registry, herewith.	
	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.	
	25.5	To receive notification that a ROSPA play equipment inspection is booked for June and resolve Cllr to accompany.	
	25.6	To receive and note notification of offer of grass cutting the PF and resolve response.	
21/26	REPORTS FROM REPRESENTATIVES		
	26.1	Trees and Greens Working Party a) To note new committee members and resolve action.	
	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.	
	26.3	Village Hall. To receive and note update, including consultation on alcohol licence.	
	26.4	Vehicle Activation Devices and Traffic Working Group. To note new members and resolve any action.	
	26.5	Joint Action Group/Police Liaison Representative (PLR) To receive latest report from group activity, herewith, and appoint PLR if needed.	
	26.6	Village Plan Working Party To resolve a way forward, considering a village needs survey and Parish Council action plan	
21/27	FREEDOM LEISURE ACTIVITY CAMPS – to receive details and resolve venue if possible		
21/28	ALLOTMENTS		
		To receive update from Allotment Manager	
21/29	PLANNING		
	29.1	To note minutes from Planning Committee meeting on 28 th April 2021, herewith, and responses.	
21/30	CLERK CORRESPONDENCE /INFORMATION TO NOTE: a) CLOCK DONATION FROM VILLAGE HALL AND QUOTE TO REPAIR CLOCK FACE b) CLERK INCREMENTAL POINT DUE WEF 1ST APRIL. STAFFING COMMITTEE MEETING DUE/TBA		
21/31	ORDERS FOR PAYMENT		
	To agree payments to be made as follows;		
	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
	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 To note that the date of the next Parish Council meeting is Monday 14 th June 2021 at 7pm. Next PFIC meeting is 3 rd June at 8pm. Next Planning Committee meeting 26 ^h May 2021 at 7pm. See website for details.		

EASTON ON THE HILL PARISH COUNCIL COMMITTEES AND WORKING GROUPS MAY 2021

Name of committee/WG	Councillors on the committee/WG				
Planning Committee Requires 4 Cllrs	Vacancy	Vacancy	Vacancy	Vacancy	
Finance Committee Requires 3 Cllrs minimum	Cllr Bates	Vacancy	Vacancy		
Playing Field Improvement Committee Requires 5 Cllrs	Cllr Dow	Cllr Woodman	Cllr Nicol?	Cllr Bates	Vacancy
Trees and Greens Working Party	Cllr Bates	Cllr Nicol	Cllr Holwell		
Traffic WG	Cllr Nicol				
VADs	Cllr Woodman				
Staffing Committee Requires 4 Cllrs	Cllr Bates				
Complaints Committee Requires 4 Cllrs					
Village Hall Liaison/Representative	Cllr Woodman				
Village Plan Working Party Requires 2 Cllrs minimum					
ENRMF Liaison Committee rep x 1					
Joint Action Group rep x 1					
Police Liaison Representative x 1					

Minutes of the Easton on the Hill Parish Council meeting

Held remotely by Zoom video conferencing on Monday 12th April 2021 at 7pm

Present; Councillors; P Bates, K Dow, J Hamilton, R Holwell, T Nicol, A O’Grady (arrived at 8pm, item 7.5), J Rawlinson (Chairman), D Sharpe, S Woodman (left at 8.30pm, item 7.6)

Clerk: J Rice

Members of the public: 3 plus 2 representatives from Wittering Football Club and one temporary attendee who left abruptly.

There was a minute’s silence out of respect for the death of HRH Prince Philip, Duke of Edinburgh.

There was a discussion about holding the meeting in these circumstances and, due to the short notice and conflicting advice, agreed to go ahead.

21/1	APOLOGIES FOR ABSENCE
	To receive and note apologies sent to the Clerk. The Clerk received and accepted apologies from Cllr Hanson and Cllr O’Grady who will arrive late.
21/2	DECLARATIONS OF INTEREST
	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). Dispensation has previously been granted for those Councillors with allotments (except for financial decisions) and it is assumed this continues until after the elections. There were no declarations of interest made.
21/3	PUBLIC PARTICIPATION
	Arrangements were made for the public to join the meeting remotely or join by telephone call if they wish. PLEASE SEE THE DETAILS FOR THE MEETING ABOVE OR ON THE WEBSITE AND/OR EMAIL OR RING THE CLERK IF YOU WISH TO JOIN THE MEETING OR SUBMIT A QUESTION A max of 15 minutes was permitted for members of the public to address the meeting remotely on any item on the agenda. The Chairman reminded the public of the Public Speaking at Council and Committee Meetings policy. One member of the public mentioned the trees planted without permission in the verge in Western Ave and they will also send a summary of the issue to the Chairman. It was confirmed that it is now in the hands of the Highways Dept. Another 2 members of the public expressed their thanks to Cllr Nicol for attracting new candidates, as best practice, for the Parish Councillor positions in the forthcoming election and for everyone’s help in the church on Saturday. It was agreed that Mr Russ Pye from Wittering FC could wait for the relevant item and speak then.
21/4	MINUTES OF THE LAST MEETING (previously circulated)
	To confirm as correct the record of the minutes of the meeting held on Monday 8th March 2021, previously circulated. The minutes were accepted as a true record and will be duly signed by the Chairman. Action Clerk/Chairman
21/5	MATTERS ARISING from previous meeting. It was confirmed that new dog poo posters are in place to try to address the recent increase in discarded poo/bags. The Clerk confirmed that the two new bank signatories are all set up.
21/6	GOVERNANCE AND FINANCE
6.1	To receive and note internal financial control check feedback from Cllr Woodman Cllr Woodman confirmed that he had performed checks and all was fine and the forms will be sent to the Clerk. Action Cllr Woodman
6.2	To receive and note/discuss and agree finance report to the end of the year, including AGAR bank reconciliation and accounting statement - herewith. Councillors received and noted the reports from the Clerk with no questions.
6.3	To note numbers of Parish Councillors nominated and election/appointment process. The Clerk confirmed there is to be contested election for Parish Councillors – the list of candidates has been circulated and displayed on the board and website. Councillors should encourage the public/electorate to vote on the 6 th May 2021 and do what they felt necessary to get known. Any protocols in this regard and for future meetings will be checked and communicated. Action Clerk
6.4	To note training available and agree bookings, circulated previously, including on face to face meetings. It was decided that as it is now known there is to be an election, any training will be booked after the new councillors are in place. Action Clerk to C/F

6.5	To note Government changes to remote meetings and the possible switch to face to face/combined meetings. Discuss and resolve any technical and attendance issues. The Clerk re-iterated that the legislation that allows remote meetings ends on 6 th May 2021 however a High Ct challenge is due to be decided on 26/4/21 that may allow their continuation. In view of this, no decision regarding venue for the May meeting will be made until after then.
6.6	To agree appointment of internal auditor from NCALC to conduct the audit and complete their section. The Clerk confirmed that the NCALC Internal Auditor is able to do the audit again and it was resolved to appoint them. Action Clerk
6.7	To note update on revised Communications policy in light of revised Code of Conduct due. The Clerk confirmed that a revised Code of Conduct is due to be released soon and it is best to wait until this is received before combining any existing policies containing behaviour and communication standards.
6.8	To receive update on and note guests at Annual Parish Meeting and resolve any further action necessary. The Clerk confirmed that some village groups, the Ward Councillor and PCSO have confirmed attendance at the Parish Meeting. It was then decided to postpone the meeting until 28 th April to allow for an adequate notice period based on the advice from NCALC. Reports will be required from the Council Chairman and Committee Chairmen and reports/updates from village groups. Action Clerk
6.9	To note that Came and Co required information for changes to equipment/assets to insure plus information on fete, zip wire before renewal sent. It was noted that the Clerk has sent the requested information/changes on which the policy renewal will be based.
6.10	To review Council's annual risk assessment, herewith The revised risk assessment was reviewed and agreed.
21/7	PLAYING FIELD IMPROVEMENT COMMITTEE (PFIC) AND GENERAL PF AND CRICKET CLUB ISSUES
7.1	To receive latest PFIC minutes and update report from the Chairman and Clerk, herewith, including information on a fete and request for permission to use the field. The latest minutes were received and noted. The Chairman of the PFIC gave an update on the improvements to date. A request for permission to use the playing field for an Open Day within the relevant Covid safety on 3 rd /4 th July 2021 was allowed.
7.2	To note and agree payment of invoices from grant and future schedule, including new invoice for £105. The Clerk explained the grant had nearly all been claimed now, bar £1667 payable on completion of the project and final invoice from Playdale. The £105 extra for hire of a skip is covered by the fundraising total and was agreed.
7.3	To note request from PFIC to pay for fencing materials to complete the fence at time of equipment install and resolve to agree. The PFIC has obtained a quote for supply of materials (labour will be provided free) for fencing round the play park to be done at the time of the install. The quote of £1600 plus vat is covered by fundraising donations and was agreed. Action Cllr Woodman and K Cox
7.4	To receive and note provisional lease of land to the Cricket Club and resolve any issues, herewith. The latest draft was received and noted with no concerns. The Clerk confirmed the solicitor is working on names to be included in the lease and also there has been a query regarding using the wording "boundary road" as Ketton Drift is still actually classified as a bridleway. The Clerk will inform the solicitor. Action Clerk
7.5	To note formal proposal received regarding use of the playing field by Wittering Harriers, herewith, and Macca Sports and resolve to agree use and outline terms of hire for an agreement. The proposal document and answered questions from Wittering FC (WFC) were received and noted. It was confirmed that the 2 clubs would be there at different times and would not compromise each other's use of the field. There was a concern raised over the amount of traffic that might be generated given previous complaints of them using the bridleway. WFC said it will encourage car sharing and use of the pub car park where possible. It was confirmed that the Cricket Club are very supportive of the venture and hopes to bring more youths to both sports. It was suggested that arrangements could be trialled for one season. Cllr O'Grady arrived at this point. She raised whether the playing field needed to apply for a change of use and Councillor Rawlinson stated not. She also queried whether the cricket club would charge for

		<p>the field and it was confirmed that the Parish Council would charge a hire rate, to be agreed, and the cricket club would share the cost of the electricity and pavilion.</p> <p>A proposal to vote in principle to support the hiring out of the playing field was taken and a majority voted in favour. It was thought best to arrange a sub group from the new council after the May meeting to liaise with the clubs and put forward a hire policy. In order to support use of the field for the May holiday by Macca Sports, it was proposed that this week be agreed now at a rate of £40 per day and a majority voted in favour. Action Clerk to confirm</p>
	7.6	<p>To receive and note update on bridleway resurfacing or repair and agree costs if appropriate.</p> <p>Cllr Sharpe confirmed PGR can resurface the stretch from first field to playing field and they are providing a price. Russ Pye from WFC stated that he could provide this service free of charge and will obtain Highways' permission.</p> <p>It was decided at this point that the entrance needs to be temporarily blocked off to avoid cars messing the car park up whilst it settles and grass starts to grow. Action Cllr Holwell</p> <p>Cllr Woodman left the meeting, 8.30pm</p>
	7.7	<p>To receive and note report re graffiti and action taken by the police.</p> <p>The Clerk confirmed that the incident was followed by the police and action taken in light of other, similar incidents in the area. The PCSO periodically checks the playing fields.</p>
	7.8	<p>To review guidance on opening playgrounds and risk assessments currently in place.</p> <p>The Clerk confirmed that guidance had been issued on the recent re-opening of outdoor gyms etc and that the current risk assessment is still valid however maybe a new sign is needed for the play area. She will liaise with Cllr Woodman. Action Clerk</p>
21/8	REPORTS FROM REPRESENTATIVES	
	8.1	<p>Trees and Greens Working Party; Cllrs Bates, Holwell, Cutforth and Nicol</p> <p>a) To receive and note update. No update.</p>
	8.2	<p>Checkers reports/village maintenance</p> <p>a) To receive checker report (including gym equipment) for March (Cllr Woodman) and agree any actions necessary. Cllr Hanson is checker for April. Action Cllr Hanson</p> <p>Cllr Woodman had not reported any issues from the checks.</p> <p>b) To note bus shelter roof needs tiles replacing.</p> <p>Cllr Nicol reported he had salvaged some tiles and will fix it in due course. Action Cllr Nicol</p>
	8.3	<p>Village Hall. (Cllr Woodman) To receive and note update, to follow, plus formal thanks from Parish Council for donation to PFIC funds.</p> <p>The Clerk said there was no new update at present as there had been little activity recently but the new committee were responding to the survey.</p>
	8.4	<p>Vehicle Activation Devices, Cllr Nicol and Cllr Rawlinson and Traffic Working Group (plus Cllr Sharpe) To receive update. The solar panels are work in progress. TWG - No new updates.</p>
	8.5	<p>Joint Action Group/Police Liaison Representative (PLR)</p> <p>To receive latest report from group activity, circulated. Cllr Sharpe commented there had been no information and that the PLR might have been better appointed after the election.</p>
21/9	VILLAGE CLOCK	
	<p>To note progress with action required to fix the clock and agree payment.</p> <p>Cllr Bates reported that due to the clock not chiming, she has obtained a quote from the clock company to fix it of £815 plus the cost of a cherry picker for £140. It was agreed that it needs doing as it is a village asset and there has been no problems for 20 years. It was agreed to ask the Village Hall to contribute to the cost and Cllr Bates will arrange the repair. Action Cllr Bates</p>	
21/10	ALLOTMENTS	
	10.1	<p>To receive update on payments/tenants</p> <p>Cllr Bates reported that all allotments are rented and payments have all been made. Some agreements need to be signed and submitted. The hedges have been cut thanks to the farmer. Action Cllr Bates</p>
21/11	PLANNING	
	11.1	<p>To note minutes from Planning Committee meeting on 16th March 2021, herewith, and responses.</p> <p>The minutes were received and noted.</p>
	11.2	<p>To receive update on the trees planted in the Highways' verge without permission at the start of Western Ave.</p> <p>The Clerk confirmed that this was in the hands of the Highways Dept and she was being updated on progress due to resident complaints.</p>
	11.3	<p>To note Parish Online subscription opportunity and discount offer of 20% off and resolve if useful and agree payment.</p>

		The Clerk explained the opportunity to subscribe to a mapping service for all maps to be in one place and available for works including projects, assets, legal document etc. It was decided that this was an unnecessary expense at this time.	
21/12	NOTICE BOARD	To note new notice board in the bus shelter needs person who can put up agendas and minutes in future and hold the keys. Thanks to Cllr Rawlinson for doing it up to now. This was noted and now there is an election, a Councillor will be chosen when the new council is in place.	
21/13	CLERK REPORT / CORRESPONDENCE / MISC	To receive and note emails, herewith, for information: LGR invoicing arrangements, membership of CPRE. These were received and noted.	
21/14	ORDERS FOR PAYMENT	Payments to be made as follows were agreed; In addition a £10 PFIC cash donation was received via Cllr Dow.	
	14.1	Andrew Hinch Contractors for car park and demolition paid from grant, plus £105 for skip	£19176 paid 31/3 £105 skip to pay £2716.80 fence invoice.
	14.2	Playdale for deposit for equipment, paid	£12507.84 paid
	14.3	Defib pads as agreed – paid	£147.60 paid 23/3
	14.4	New fencing materials	tba
	14.5	Ncalc subs and auditor fee	£729.95
	14.6	Emptying of bins, ENC	£65.48
	14.7	Zoom subs share reimburse clerk	£7.99
	14.8	Postage Clerk planning papers	£3.12
	14.9	P Bates reimburse for weedkiller – allotments	£15
	14.10	Ink subs share reimburse Clerk.	£12.49
	14.11	Village clock repair £815 plus vat plus cherry picker £140	£1118
	14.12	HMRC employer payment, deducted from salary, tbc after tax code change	£15.74
	14.13	Clerk mileage for March 2021	£5.40
	14.14	Clerk's salary £813.02 plus £27 home office less HMRC £4.92, payable 30/4/2021	£835.10
	14.15	Vision ICT hosting 2 accounts June to May 22	£43.20 tbc
	14.16	SSE Electric contract payment	£123.85
21/15	RECEIPTS	To note income received; (VAT reclaim received in November.) Donations from K Cox and direct to bank account for PFIC project £1049.53 and £400 Allotment rent direct £76.13 and Augean grants £11140 and £18735 Allotment rent cash to be paid in £65.65 and cheques £15.75 received 6/4/21 £10 cash donation PFIC	Receipts £31400.66 March £30 Donation & Allot £81.40 April £10
21/16	DATE OF NEXT MEETINGS	It was noted that the date of the Annual Parish meeting is now Wednesday 28th April 2021 at 7pm. Clerk to send details. Next PFIC meeting 29 th April at 7.30pm . Next Planning Committee meeting 27 th April 2021 at 7pm. See website for details. Next Council meeting is the Annual Council meeting on 17 th May 2021 and is the first meeting of the newly elected Council and election of Chairman. This is possibly by Zoom or possibly in the Village Hall – to be confirmed end of April following legislation challenge.	

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Minutes of the Easton on the Hill Parish Council Extraordinary Meeting

Held remotely by Zoom video conferencing on Wednesday 28th April 2021 at 8.30pm

Present; Councillors; E Hanson, J Hamilton, T Nicol, J Rawlinson (Chairman), D Sharpe

Clerk: J Rice

Members of the public: None

EM/21/1	APOLOGIES FOR ABSENCE	
	To receive and note apologies accepted by the Clerk. The Clerk received and accepted apologies from Cllr Woodman, Cllr Holwell and Cllr Dow	
EM/21/2	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.	
EM/21/3	Public time. Arrangements were made for the public to request a link to join the meeting remotely or join by telephone call if they wish. A maximum of 15 minutes was permitted for members of the public to address the meeting remotely on any item on the agenda. There were no members of the public present.	
EM/21/4	CONSULTATION ON SELLING ALCOHOL	
	4.1	To consider and resolve the PC's response to the consultation on the application from the Village Hall to add to their license the sale of alcohol on the premises Monday to Sunday 12-10.30pm. Motion: to agree the Parish Council's response. The Chairman proposed that the adding of alcohol to the village hall licence be supported and this was unanimously voted in favour.
EM/21/5	COSTS ASSOCIATED WITH PLAY AREA SIGNAGE AND BINS	
	5.1	To agree costs associated with new play area signage and litter bins out of the playing field budget and to be agreed at the next PFIC meeting in time for the new equipment. There was a discussion about signage for the whole area and that there will in time probably be a sign at the entrance, showing the site address, owners, supporters, driving etiquette etc but for now an agreement for signage just to the new play area is needed before the next meeting – as the equipment is starting being installed w/c 3/5/21. The Clerk had a sample one from Woodnewton to use and hopefully Playdale will send over some as agreed. It was agreed that a maximum expenditure of £500 can be spent on signs for the play area as necessary, before more signs and bins need to be decided and agreed later.

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

Signed by Chairman _____ Date _____

Easton on the **Hill** Parish Council



FINANCE COMMITTEE TERMS OF REFERENCE

November 2019

Originally adopted on 08 May 2017 (date)

Signed Original Signed (Chairman)

Date	Details of any revision
11/11/19	Changed the membership from no less than 4 to no less than 3 elected Councillor members on the committee. Amended responsibilities i and m.

Schedule of review: November 2020

Authority

The Finance Committee is an advisory committee and is appointed by and solely responsible to Easton on the Hill Parish Council.

The Committee duties are defined and agreed by the Main Council who may vote, at any time, to modify the Committee's powers. The committee will meet half yearly but can also be convened to deal with special events as they occur.

Membership

All members of the Committee will be members of the Parish Council. The Committee will consist of no fewer than three elected Councillors - quorum at the Committees meetings will consist of no fewer than three elected members.

At its first meeting one of its members will be appointed as Internal Controls Councillor - to be re-elected each year after the Annual Parish Council meeting.

At its first meeting it will elect a Chairman to preside at its future meetings and will also elect a Vice Chairman if it wishes – to be re-elected each year after the Annual Parish Council meeting.

Record of Proceedings

Written minutes will be taken to record the Committee's decisions and will be circulated to all Councillors and will report at the next Full Council meeting

The minutes will be published at www.eastononthehillparishcouncil.com and will also be available by request from the Parish Clerk. The Parish Clerk will be responsible for arranging the recording and distribution of the minutes.

Responsibilities

Primary Purpose: to manage the Council's financial resources and to debate and recommend strategy and action on policy and operational matters concerned with Council's finances, property, resources, land and manpower.

The Finance Committee will have the following specific duties: -

- a To prepare budgets and recommend precepts and will submit them to the Main Council for approval.
- b To monitor the overall financial performance of the budget against estimates (capital and revenue)

- c To ensure adequate financial controls are in place to utilise and protect the Council's finances and assets including the insurance of buildings and property and maintenance of the asset register.
- d To settle and keep under review the format and presentation of the Council's budgets and the financial parts of the Annual Report.
- e To secure the implementation of any measures recommended by the internal and external auditors and to submit recommendations, where applicable, to the Council.
- f To order, regulate and generally supervise the Council's finances.
- g To monitor and, where appropriate, recommend purchase of all capital items.
- h To make provision for future agreed capital projects.
- i To ensure the proper financial management of all property owned or leased by the Council.
- j To monitor the Council's financial risk assessments and recommend changes where necessary.
- k To establish and effect a clear policy for grant administration.
- l To approve other Committee's annual spending/budget levels and capital projects to be undertaken and recommend implementation of the same to the Main Council.
- m To be responsible for ensuring proper financial management of services undertaken or to be undertaken by external contractors.
- n To recommend to the Main Council such delegated powers to the Clerk as thought appropriate.
- o To undertake an annual review of Financial Regulations and make recommendations to the Main Council.

Clear and concise formal resolutions are required at all times to avoid ambiguity in the minutes and to ensure that the intention of the resolution is conveyed to the members for them to vote on.

Easton on the **Hill** Parish Council

PLANNING COMMITTEE TERMS OF REFERENCE

Adopted on

Signed Original signed (Chairman)

Date	Details of any revision
14/9/2020	Committee meetings held for all applications to decide on PC response. Any application for new builds to automatically go to full council meeting.

Schedule of review: **September 2021**

Authority

The Planning Committee is appointed by and is solely responsible to Easton on the Hill Parish Council.

The Committee duties are defined and agreed by the Main Council who may vote, at any time, to modify the Committee's powers. The committee will schedule meetings as necessary to meet the deadlines set by the Planning Authority.

Membership

All members of the Committee will be members of the Parish Council. The Committee will consist of no fewer than four elected Councillors - quorum at the Committees meetings will consist of no fewer than three elected members.

At its first meeting it will elect a Chairman to preside at its future meetings and will also elect a Vice Chairman if it wishes – to be re-elected each year after the Annual Parish Council meeting.

Responsibilities

The Planning Committee will have the following specific duties:

- a. The committee has full delegated powers to make a Council decision regarding representations to the appropriate authorities regarding all planning applications in the Parish, unless on vote the planning committee decides that the application should be passed to full Council due to its size, controversial nature or the effect on the Parish. All applications for new builds shall automatically be referred to full council
- b. To deal with all other planning matters concerning Easton on the Hill Parish, including liaison with potential developers or any agency proposing change to the built environment.
- c. To deal with all matters concerning the highways and other means of access in and adjacent to Easton on the Hill Parish, or likely to have any impact on Easton on the Hill Parish.
- d. To consider and respond to Easton on the Hill Parish environmental matters, in relation to planning applications and their impact on the environment.
- e. To monitor the general environment of the parish and report any potential planning breaches to the planning authorities.
- f. To attend consultations and hearings/appeals regarding planning issues or those that will impact on planning. The committee is authorised to make written representations or elect a member to attend.
- g. To ensure that the council's Village Plan Working Party considers whether a Neighbourhood Plan should be developed and makes a recommendation to the Parish Council. This responsibility is currently under the remit of the Village Plan Working Party, however should this cease to exist, the responsibility reverts to the Planning Committee.
- h. To attend planning training sessions as offered by the planning authority and to read all relevant documentation to ensure that the committee is aware of current legislation and regulations.

Clear and concise formal resolutions are required at all times to avoid ambiguity in the minutes and to ensure that the intention of the resolution is conveyed to the members for them to vote on.

Meetings/planning applications

Meetings will take place monthly or as and when necessary to discuss a particular planning application. All applications will be discussed in a meeting and the council response agreed there. The meetings will be open to the public and agendas will be produced and published on the website and notice board.

Prior to the meeting, all planning applications will be forwarded from the Clerk to Committee members and all Councillors for information.

At or before the Planning Committee meeting, members will;

- look at the application, study the relevant plans.
 - examine the development plan and impact of the application on the local area/village outlook/feel/characteristics/street scene/neighbouring properties.
 - take into consideration “The National Framework” and Planning Policy and Guidance, PPG.
 - ensure that any objections or recommendations are based solely on planning criteria.
-
- Where the deadline from the Planning Authority is too soon to allow a meeting to take place, or the deadline falls before the next planned meeting, the Clerk will request an extension to the deadline.
 - Applications will be reviewed, discussed and decided by voting if necessary at the meetings.
 - The Clerk will submit the agreed response to the Planning Authority after the meeting.
 - The Planning Committee chairman will report back its decisions to full council at its monthly meetings.

Record of Proceedings

Written minutes of meetings will be taken to record the Committee’s decisions and will be circulated to all Councillors. The minutes will be published at www.eastononthehillparishcouncil.com and will also be available by request from the Parish Clerk. The Parish Clerk will be responsible for arranging the recording and distribution of the minutes.

Easton on the **Hill** Parish Council



PLAYING FIELD IMPROVEMENTS COMMITTEE TERMS OF REFERENCE

February 2021

Signed

Date	Details of any revision
January 2021	Added specific behaviours and rules from the Council Code of Conduct and Standing Orders

Schedule of review: August 2021 or as required

Authority

The Playing Fields Improvements Committee has full delegated powers to make decisions and spend grant money allocated specifically for playing field improvements, as specified in these terms of reference. The committee is appointed by and solely responsible to Easton on the Hill Parish Council. All business will be conducted as per the standing orders of full council meetings.

The committee duties are defined and agreed by the Main Council who may vote, at any time, to modify the Committee's powers. The committee will meet at least every 2 months and sometimes more depending on timescales relating to the project.

The committee may appoint working parties or sub-committees to work on a specific part of the project.

The committee will last until such time as a Playing Field Association is able to be considered to be set up as previously agreed by the council.

Membership

Members of the committee will be at least 5 members of the Parish Council and up to 5 non-councillor members all with voting rights.

S102 (3) of the 1972 Local Government Act provides that a council can appoint persons who are not its members to committees and sub committees (including joint committees and sub committees).

Non-Councillor members of a committee cannot normally vote at meetings, however an exception to this is that they can vote at meetings which concern the following;

“the management of land owned or occupied by the council”.

The term management does not include making decisions about the total amount of money which may be spent by the council in a financial year in respect of land or a festival.”. It is recognised that the full council sets the budget for the playing field and this committee will only apply for grants to spend on the improvement of the playing field. Any additional spend has to be agreed by the full Council.

Membership will be a maximum of 10 people. The Local Government and Housing Act 1989 10 ss13(3) and 4(c) of the 1989 Act confirm that non councillor members of committees can have voting rights when the land is owned or managed by the Parish Council. At least one of the councillors will also be a member of the Finance Committee and one non councillor member will be a representative from the Easton on the Hill Cricket Club.

Members who are non-councillors with voting rights are to be agreed by the councillor members.

Quorum at the committee meetings will be 4 members and consist of no fewer than three council members.

At its first meeting, it will elect a Parish Councillor to be Chairman to preside at its future meetings and will also elect a Vice Chairman if it wishes – all members to be re-elected each year at the annual meeting of the Parish Council. The chairman will have a casting vote when votes are tied on a decision.

The committee may appoint a volunteer Project Manager to oversee the operations and specific works.

Record of Proceedings

1. Agendas will be produced and displayed in the same way as for full council meetings and open to the public. They will show the motions on which decisions need to be made. These might be altered during the meeting but this should allow members to be focused and clear on the purpose of the meetings.
2. Written minutes will be taken to record the committee's decisions and will be circulated to all Councillors and will be reported at the next Full Council meeting.
3. The minutes will be published at www.eastononthehillparishcouncil.com and will also be available by request from the Parish Clerk. The Parish Clerk will be responsible for arranging the recording and distribution of the minutes.
4. Clear and concise formal resolutions are required at all times to avoid ambiguity in the minutes and to ensure that the intention of the resolution is conveyed to the members for them to vote on.
5. Where possible, reports/updates from each working group will be provided to the Clerk at least 7 days before the date of the next meeting, with clear information on items to be decided.

Responsibilities

1. To prepare the documentation required to be submitted to release the grant agreement and provide the Augean grant.
2. To project manage the spending of the Augean grant of 39k as per the application.
3. To implement and consider, but not limited to, the agreed playing field working party recommendations in all decisions relating to applications for further improvements.
4. To manage the purchase and location of gym equipment using the ward councillor fund grant of £2650, taking into account installation costs, maintenance and notice boards.
5. To report to full council if it proposes any further expenditure and to get agreement beforehand.
6. To carry out the improvements as detailed in the grant applications and strictly as per the grant agreements.
7. To spend the funds in line with the council's financial regulations, in particular when obtaining quotes and tenders where necessary for works.
8. To consult other village organisations on anything that impacts their operation or anything that they may have an interest in or opinion on.
9. To hold meetings in public and invite the public to comment on specific items to purchase where appropriate, eg play equipment.
10. To apply for and be responsible for future grants for the purchase of more equipment and further improvements, as per, but not limited to, the playing field working party recommendations, village plan and village open event and further consultation if appropriate.
11. To set up separate working parties as agreed by the committee to look at specific parts of the projects ie third party contributors, play equipment choices, development of the

- woodland area, prior notice of demolition.
12. To keep under review all matters connected with committees, working practices, health and safety, insurance and contract management.
 13. To report to and get agreement from full council on any long-term arrangements incurring ongoing and regular costs for the council eg maintenance of equipment.

Behaviour/Code of Conduct & Standing Orders

- All members will observe the Council's agreed code of conduct in all meetings showing respect to others and being positive in comments and suggestions.
- All members will follow the Council's Standing Orders in meetings and in particular when a decision is to be made. Members can share views and opinion by speaking for a maximum of 5 minutes uninterrupted by others, ideally 3 minutes. Each person will only be allowed to speak once on each item unless requested by the Chairman.
- The meetings will aim to last for 1 hour maximum.
- The times of the meetings may vary to suit members and the public be decided at the end of each meeting for the next meeting date and time.
- Members will treat everyone in a positive way. We will show respect and courtesy in all interactions. In meetings this means no interrupting. All comments and questions are to be made to the Chairman and not directly at each other. We shall thank each other for involvements and model the way in which we would like to be treated.
- In emails, meetings and other communications we will ensure that opinion is made clear that it is opinion and fact is referenced.
- Members will remember that the committee is made up of volunteers (and Councillors) and trying to do something positive and will ensure that if anyone disagrees we ensure to disagree in a constructive way. Personal digs and negative comments are not needed.
- The committee endeavours to work together towards a common goal and each member should feel an equal part of the committee and not feel as though they are excluded.

STANDING ORDERS



MODEL STANDING ORDERS 2018 FOR ENGLAND (REVISED 2020)

Introduction	3
1. Rules of debate at meetings	4
2. Disorderly conduct at meetings	5
3. Meetings generally	6
4. Committees and sub-committees	9
5. Ordinary council meetings	10
6. Extraordinary meetings of the council, committees and sub-committees	12
7. Previous resolutions	12
8. Voting on appointments	12
9. Motions for a meeting that require written notice to be given to the proper officer	13
10. Motions at a meeting that do not require written notice	13
11. Management of information	14
12. Draft minutes	15
13. Code of conduct and dispensations	15
14. Code of conduct complaints	16
15. Proper officer	17
16. Responsible financial officer	18
17. Accounts and accounting statements	19
18. Financial controls and procurement	19
19. Handling staff matters	21
20. Responsibilities to provide information	22
21. Responsibilities under data protection legislation	22
22. Relations with the press/media	22
23. Execution and sealing of legal deeds	23
24. Communicating with district and county or unitary councillors	23
25. Restrictions on councillor activities	23
26. Standing orders generally	23

Introduction

These model standing orders update the National Association of Local Council (NALC) model standing orders contained in “Local Councils Explained” by Meera Tharmarajah (© 2013 NALC). This publication contains new model standing orders which reference new legislation introduced after 2013 when the last model standing orders were published.

How to use model standing orders

Standing orders are the written rules of a local council. Standing orders are essential to regulate the proceedings of a meeting. A council may also use standing orders to confirm or refer to various internal organisational and administrative arrangements. The standing orders of a council are not the same as the policies of a council but standing orders may refer to them.

Local councils operate within a wide statutory framework. NALC model standing orders incorporate and reference many statutory requirements to which councils are subject. It is not possible for the model standing orders to contain or reference all the statutory or legal requirements which apply to local councils. For example, it is not practical for model standing orders to document all obligations under data protection legislation. The statutory requirements to which a council is subject apply whether or not they are incorporated in a council’s standing orders.

The model standing orders do not include model financial regulations. Financial regulations are standing orders to regulate and control the financial affairs and accounting procedures of a local council. The financial regulations, as opposed to the standing orders of a council, include most of the requirements relevant to the council’s Responsible Financial Officer. Model financial regulations are available to councils in membership of NALC.

Drafting notes

Model standing orders that are in bold type contain legal and statutory requirements. It is recommended that councils adopt them without changing them or their meaning. Model standing orders not in bold are designed to help councils operate effectively but they do not contain statutory requirements so they may be adopted as drafted or amended to suit a council’s needs. It is NALC’s view that all model standing orders will generally be suitable for councils.

For convenience, the word “councillor” is used in model standing orders and, unless the context suggests otherwise, includes a non-councillor with or without voting rights.

A model standing order that includes brackets like this ‘()’ requires information to be inserted by a council. A model standing order that includes brackets like this ‘[]’ and the term ‘OR’ provides alternative options for a council to choose from when determining standing orders.

1. Rules of debate at meetings

- a Motions on the agenda shall be considered in the order that they appear unless the order is changed at the discretion of the chairman of the meeting.
- b A motion (including an amendment) shall not be progressed unless it has been moved and seconded.
- c A motion on the agenda that is not moved by its proposer may be treated by the chairman of the meeting as withdrawn.
- d If a motion (including an amendment) has been seconded, it may be withdrawn by the proposer only with the consent of the seconder and the meeting.
- e An amendment is a proposal to remove or add words to a motion. It shall not negate the motion.
- f If an amendment to the original motion is carried, the original motion (as amended) becomes the substantive motion upon which further amendment(s) may be moved.
- g An amendment shall not be considered unless early verbal notice of it is given at the meeting and, if requested by the chairman of the meeting, is expressed in writing to the chairman.
- h A councillor may move an amendment to his own motion if agreed by the meeting. If a motion has already been seconded, the amendment shall be with the consent of the seconder and the meeting.
- i If there is more than one amendment to an original or substantive motion, the amendments shall be moved in the order directed by the chairman of the meeting.
- j Subject to standing order 1(k), only one amendment shall be moved and debated at a time, the order of which shall be directed by the chairman of the meeting.
- k One or more amendments may be discussed together if the chairman of the meeting considers this expedient but each amendment shall be voted upon separately.
- l A councillor may not move more than one amendment to an original or substantive motion.
- m The mover of an amendment has no right of reply at the end of debate on it.
- n Where a series of amendments to an original motion are carried, the mover of the original motion shall have a right of reply either at the end of debate on the first amendment or at the very end of debate on the final substantive motion immediately before it is put to the vote.
- o Unless permitted by the chairman of the meeting, a councillor may speak once in the debate on a motion except:

- i. to speak on an amendment moved by another councillor;
 - ii. to move or speak on another amendment if the motion has been amended since he last spoke;
 - iii. to make a point of order;
 - iv. to give a personal explanation; or
 - v. to exercise a right of reply.
- p During the debate on a motion, a councillor may interrupt only on a point of order or a personal explanation and the councillor who was interrupted shall stop speaking. A councillor raising a point of order shall identify the standing order which he considers has been breached or specify the other irregularity in the proceedings of the meeting he is concerned by.
- q A point of order shall be decided by the chairman of the meeting and his decision shall be final.
- r When a motion is under debate, no other motion shall be moved except:
- i. to amend the motion;
 - ii. to proceed to the next business;
 - iii. to adjourn the debate;
 - iv. to put the motion to a vote;
 - v. to ask a person to be no longer heard or to leave the meeting;
 - vi. to refer a motion to a committee or sub-committee for consideration;
 - vii. to exclude the public and press;
 - viii. to adjourn the meeting; or
 - ix. to suspend particular standing order(s) excepting those which reflect mandatory statutory or legal requirements.
- s Before an original or substantive motion is put to the vote, the chairman of the meeting shall be satisfied that the motion has been sufficiently debated and that the mover of the motion under debate has exercised or waived his right of reply.
- t Excluding motions moved under standing order 1(r), the contributions or speeches by a councillor shall relate only to the motion under discussion and shall not exceed 3 minutes without the consent of the chairman of the meeting.

2. Disorderly conduct at meetings

- a No person shall obstruct the transaction of business at a meeting or behave

offensively or improperly. If this standing order is ignored, the chairman of the meeting shall request such person(s) to moderate or improve their conduct.

- b If person(s) disregard the request of the chairman of the meeting to moderate or improve their conduct, any councillor or the chairman of the meeting may move that the person be no longer heard or be excluded from the meeting. The motion, if seconded, shall be put to the vote without discussion.
- c If a resolution made under standing order 2(b) is ignored, the chairman of the meeting may take further reasonable steps to restore order or to progress the meeting. This may include temporarily suspending or closing the meeting.

3. Meetings generally

Full Council meetings	●
Committee meetings	●
Sub-committee meetings	●

- a **Meetings shall not take place in premises which at the time of the meeting are used for the supply of alcohol, unless no other premises are available free of charge or at a reasonable cost.**
- b **The minimum three clear days for notice of a meeting does not include the day on which notice was issued, the day of the meeting, a Sunday, a day of the Christmas break, a day of the Easter break or of a bank holiday or a day appointed for public thanksgiving or mourning.**
- c **The minimum three clear days' public notice for a meeting does not include the day on which the notice was issued or the day of the meeting unless the meeting is convened at shorter notice.**
- d **Meetings shall be open to the public unless their presence is prejudicial to the public interest by reason of the confidential nature of the business to be transacted or for other special reasons. The public's exclusion from part or all of a meeting shall be by a resolution which shall give reasons for the public's exclusion.**
- e Members of the public may make representations, answer questions and give evidence at a meeting which they are entitled to attend in respect of the business on the agenda.
- f The period of time designated for public participation at a meeting in accordance with standing order 3(e) shall not exceed 15 minutes unless directed by the chairman of the meeting.
- g Subject to standing order 3(f), a member of the public shall not speak for more than 3 minutes.
- h In accordance with standing order 3(e), a question shall not require a response at the meeting nor start a debate on the question. The chairman of

the meeting may direct that a written or oral response be given.

- i A person shall raise his hand when requesting to speak and stand when speaking (except when a person has a disability or is likely to suffer discomfort)]. The chairman of the meeting may at any time permit a person to be seated when speaking.
- j A person who speaks at a meeting shall direct his comments to the chairman of the meeting.
- k Only one person is permitted to speak at a time. If more than one person wants to speak, the chairman of the meeting shall direct the order of speaking.
- l **Subject to standing order 3(m), a person who attends a meeting is permitted to report on the meeting whilst the meeting is open to the public. To “report” means to film, photograph, make an audio recording of meeting proceedings, use any other means for enabling persons not present to see or hear the meeting as it takes place or later or to report or to provide oral or written commentary about the meeting so that the report or commentary is available as the meeting takes place or later to persons not present. Revised**
- m A person present at a meeting may not provide an oral report or oral commentary about a meeting as it takes place without permission.
- n The press shall be provided with reasonable facilities for the taking of their report of all or part of a meeting at which they are entitled to be present.
- o Subject to standing orders which indicate otherwise, anything authorised or required to be done by, to or before the Chairman of the Council may in his absence be done by, to or before the Vice-Chairman of the Council (if there is one).
- p The Chairman of the Council, if present, shall preside at a meeting. If the Chairman is absent from a meeting, the Vice-Chairman of the Council (if there is one) if present, shall preside. If both the Chairman and the Vice-Chairman are absent from a meeting, a councillor as chosen by the councillors present at the meeting shall preside at the meeting.
- q Subject to a meeting being quorate, all questions at a meeting shall be decided by a majority of the councillors and non-councillors with voting rights present and voting.
- r The chairman of a meeting may give an original vote on any matter put to the vote, and in the case of an equality of votes may exercise his casting vote whether or not he gave an original vote.

See standing orders 5(h) and (i) for the different rules that apply in the

election of the Chairman of the Council at the annual meeting of the Council.

- s **Unless standing orders provide otherwise, voting on a question shall be by a show of hands. At the request of a councillor, the voting on any question shall be recorded so as to show whether each councillor present and voting gave his vote for or against that question.** Such a request shall be made before moving on to the next item of business on the agenda.

- t The minutes of a meeting shall include an accurate record of the following:
 - i. the time and place of the meeting; **new**
 - ii. the names of councillors who are present and the names of councillors who are absent;
 - iii. interests that have been declared by councillors and non-councillors with voting rights;
 - iv. the grant of dispensations (if any) to councillors and non-councillors with voting rights; **new**
 - v. whether a councillor or non-councillor with voting rights left the meeting when matters that they held interests in were being considered;
 - vi. if there was a public participation session; and
 - vii. the resolutions made.

- u **A councillor or a non-councillor with voting rights who has a disclosable pecuniary interest or another interest as set out in the Council's code of conduct in a matter being considered at a meeting is subject to statutory limitations or restrictions under the code on his right to participate and vote on that matter.**

- v **No business may be transacted at a meeting unless at least one-third of the whole number of members of the Council are present and in no case shall the quorum of a meeting be less than three.**

See standing order 4d(viii) for the quorum of a committee or sub-committee meeting.

- w **If a meeting is or becomes inquorate no business shall be transacted**
 - and the meeting shall be closed. The business on the agenda for the meeting
 - shall be adjourned to another meeting.
- x A meeting shall not exceed a period of 2.5 hours.??

4. Committees and sub-committees

- a **Unless the Council determines otherwise, a committee may appoint a sub-committee whose terms of reference and members shall be determined by the committee.**
- b **The members of a committee may include non-councillors unless it is a committee which regulates and controls the finances of the Council.**
- c **Unless the Council determines otherwise, all the members of an advisory committee and a sub-committee of the advisory committee may be non-councillors.**
- d The Council may appoint standing committees or other committees as may be necessary, and:
 - i. shall determine their terms of reference;
 - ii. shall determine the number and time of the ordinary meetings of a standing committee up until the date of the next annual meeting of the Council;
 - iii. shall permit a committee, other than in respect of the ordinary meetings of a committee, to determine the number and time of its meetings;
 - iv. shall, subject to standing orders 4(b) and (c), appoint and determine the terms of office of members of such a committee;
 - v. may, subject to standing orders 4(b) and (c), appoint and determine the terms of office of the substitute members to a committee whose role is to replace the ordinary members at a meeting of a committee if the ordinary members of the committee confirm to the Proper Officer 2 days before the meeting that they are unable to attend;
 - vi. shall, after it has appointed the members of a standing committee, appoint the chairman of the standing committee;
 - vii. shall permit a committee other than a standing committee, to appoint its own chairman at the first meeting of the committee;
 - viii. shall determine the place, notice requirements and quorum for a meeting of a committee and a sub-committee which, in both cases, shall be no less than three;
 - ix. shall determine if the public may participate at a meeting of a committee;

- x. shall determine if the public and press are permitted to attend the meetings of a sub-committee and also the advance public notice requirements, if any, required for the meetings of a sub-committee;
- xi. shall determine if the public may participate at a meeting of a sub-committee that they are permitted to attend; and
- xii. may dissolve a committee or a sub-committee.

5. Ordinary council meetings

- a **In an election year, the annual meeting of the Council shall be held on or within 14 days following the day on which the councillors elected take office.**
- b **In a year which is not an election year, the annual meeting of the Council shall be held on such day in May as the Council decides.**
- c **If no other time is fixed, the annual meeting of the Council shall take place at 6pm.**
- d **In addition to the annual meeting of the Council, at least three other ordinary meetings shall be held in each year on such dates and times as the Council decides.**
- e **The first business conducted at the annual meeting of the Council shall be the election of the Chairman and Vice-Chairman (if there is one) of the Council.**
- f **The Chairman of the Council, unless he has resigned or becomes disqualified, shall continue in office and preside at the annual meeting until his successor is elected at the next annual meeting of the Council.**
- g **The Vice-Chairman of the Council, if there is one, unless he resigns or becomes disqualified, shall hold office until immediately after the election of the Chairman of the Council at the next annual meeting of the Council.**
- h **In an election year, if the current Chairman of the Council has not been re-elected as a member of the Council, he shall preside at the annual meeting until a successor Chairman of the Council has been elected. The current Chairman of the Council shall not have an original vote in respect of the election of the new Chairman of the Council but shall give a casting vote in the case of an equality of votes.**
- i **In an election year, if the current Chairman of the Council has been re-elected as a member of the Council, he shall preside at the annual meeting until a new Chairman of the Council has been elected. He may exercise an original vote in respect of the election of the new Chairman of the Council and shall give a casting vote in the case of an equality of votes.**
- j **Following the election of the Chairman of the Council and Vice-Chairman (if**

there is one) of the Council at the annual meeting, the business shall include, **unless it is decided to spread the review of some policies throughout the year ?**

- i. **In an election year, delivery by the Chairman of the Council and councillors of their acceptance of office forms unless the Council resolves for this to be done at a later date. In a year which is not an election year, delivery by the Chairman of the Council of his acceptance of office form unless the Council resolves for this to be done at a later date;**
- ii. Confirmation of the accuracy of the minutes of the last meeting of the Council;
- iii. Receipt of the minutes of the last meeting of a committee;
- iv. Consideration of the recommendations made by a committee;
- v. Review of delegation arrangements to committees, sub-committees, staff and other local authorities;
- vi. Review of the terms of reference for committees;
- vii. Appointment of members to existing committees;
- viii. Appointment of any new committees in accordance with standing order 4;
- ix. Review and adoption of appropriate standing orders and financial regulations;
- x. Review of arrangements (including legal agreements) with other local authorities, not-for-profit bodies and businesses. Revised
- xi. Review of representation on or work with external bodies and arrangements for reporting back;
- xii. In an election year, to make arrangements with a view to the Council becoming eligible to exercise the general power of competence in the future;
- xiii. Review of inventory of land and other assets including buildings and office equipment;
- xiv. Confirmation of arrangements for insurance cover in respect of all insurable risks;
- xv. Review of the Council's and/or staff subscriptions to other bodies;
- xvi. Review of the Council's complaints procedure;
- xvii. Review of the Council's policies, procedures and practices in respect of its obligations under freedom of information and data protection legislation (*see also standing orders 11, 20 and 21*); Revised

- xviii. Review of the Council's policy for dealing with the press/media;
- xix. **Review of the Council's employment policies and procedures** new;
- xx. **Review of the Council's expenditure incurred under s.137 of the Local Government Act 1972 or the general power of competence.**new
- xxi. Determining the time and place of ordinary meetings of the Council up to and including the next annual meeting of the Council.

6. Extraordinary meetings of the council, committees and sub-committees

- a **The Chairman of the Council may convene an extraordinary meeting of the Council at any time.**
- b **If the Chairman of the Council does not call an extraordinary meeting of the Council within seven days of having been requested in writing to do so by two councillors, any two councillors may convene an extraordinary meeting of the Council. The public notice giving the time, place and agenda for such a meeting shall be signed by the two councillors.**
- c The chairman of a committee [or a sub-committee] may convene an extraordinary meeting of the committee [or the sub-committee] at any time.
- d If the chairman of a committee [or a sub-committee] does not call an extraordinary meeting within 7 days of having been requested to do so by 2 members of the committee [or the sub-committee], any 2 members of the committee [or the sub-committee] may convene an extraordinary meeting of the committee [or a sub-committee].

7. Previous resolutions

- a A resolution shall not be reversed within six months except either by a special motion, which requires written notice by at least 3 councillors to be given to the Proper Officer in accordance with standing order 9, or by a motion moved in pursuance of the recommendation of a committee or a sub-committee.
- b When a motion moved pursuant to standing order 7(a) has been disposed of, no similar motion may be moved for a further six months.

8. Voting on appointments

- a Where more than two persons have been nominated for a position to be filled by the Council and none of those persons has received an absolute majority of votes in their favour, the name of the person having the least number of votes shall be struck off the list and a fresh vote taken. This process shall continue until a majority of votes is given in favour of one person. A tie in votes may be settled by the casting vote exercisable by the chairman of the meeting. **See also Co-option policy and procedure.**

9. Motions for a meeting that require written notice to be given to the proper officer

- a A motion shall relate to the responsibilities of the meeting for which it is tabled and in any event shall relate to the performance of the Council's statutory functions, powers and obligations or an issue which specifically affects the Council's area or its residents.
- b No motion may be moved at a meeting unless it is on the agenda and the mover has given written notice of its wording to the Proper Officer at least 7 clear days before the meeting. Clear days do not include the day of the notice or the day of the meeting.
- c The Proper Officer may, before including a motion on the agenda received in accordance with standing order 9(b), correct obvious grammatical or typographical errors in the wording of the motion.
- d If the Proper Officer considers the wording of a motion received in accordance with standing order 9(b) is not clear in meaning, the motion shall be rejected until the mover of the motion resubmits it, so that it can be understood, in writing, to the Proper Officer at least 7 clear days before the meeting.
- e If the wording or subject of a proposed motion is considered improper, the Proper Officer shall consult with the chairman of the forthcoming meeting or, as the case may be, the councillors who have convened the meeting, to consider whether the motion shall be included in the agenda or rejected.
- f The decision of the Proper Officer as to whether or not to include the motion on the agenda shall be final.
- g Motions received shall be recorded and numbered in the order that they are received.
- h Motions rejected shall be recorded with an explanation by the Proper Officer of the reason for rejection.

10. Motions at a meeting that do not require written notice

- a The following motions may be moved at a meeting without written notice to the Proper Officer:
 - i. to correct an inaccuracy in the draft minutes of a meeting;
 - ii. to move to a vote;
 - iii. to defer consideration of a motion;
 - iv. to refer a motion to a particular committee or sub-committee;
 - v. to appoint a person to preside at a meeting;
 - vi. to change the order of business on the agenda;

- vii. to proceed to the next business on the agenda;
- viii. to require a written report;
- ix. to appoint a committee or sub-committee and their members;
- x. to extend the time limits for speaking;
- xi. to exclude the press and public from a meeting in respect of confidential or other information which is prejudicial to the public interest;
- xii. to not hear further from a councillor or a member of the public;
- xiii. to exclude a councillor or member of the public for disorderly conduct;
- xiv. to temporarily suspend the meeting;
- xv. to suspend a particular standing order (unless it reflects mandatory statutory or legal requirements);
- xvi. to adjourn the meeting; or
- xvii. to close the meeting.

11. Management of information Revised

See also standing order 20.

- a **The Council shall have in place and keep under review, technical and organisational measures to keep secure information (including personal data) which it holds in paper and electronic form. Such arrangements shall include deciding who has access to personal data and encryption of personal data.**
- b **The Council shall have in place, and keep under review, policies for the retention and safe destruction of all information (including personal data) which it holds in paper and electronic form. The Council's retention policy shall confirm the period for which information (including personal data) shall be retained or if this is not possible the criteria used to determine that period (e.g. the Limitation Act 1980).**
- c **The agenda, papers that support the agenda and the minutes of a meeting shall not disclose or otherwise undermine confidential information or personal data without legal justification.**
- d **Councillors, staff, the Council's contractors and agents shall not disclose confidential information or personal data without legal justification.**

12. Draft minutes

- Full Council meetings ●
- Committee meetings ●
- Sub-committee meetings ●

- a If the draft minutes of a preceding meeting have been served on councillors with the agenda to attend the meeting at which they are due to be approved for accuracy, they shall be taken as read.
- b There shall be no discussion about the draft minutes of a preceding meeting except in relation to their accuracy. A motion to correct an inaccuracy in the draft minutes shall be moved in accordance with standing order 10(a)(i).
- c The accuracy of draft minutes, including any amendment(s) made to them, shall be confirmed by resolution and shall be signed by the chairman of the meeting and stand as an accurate record of the meeting to which the minutes relate.
- d If the chairman of the meeting does not consider the minutes to be an accurate record of the meeting to which they relate, he shall sign the minutes and include a paragraph in the following terms or to the same effect:

“The chairman of this meeting does not believe that the minutes of the meeting of the () held on [date] in respect of () were a correct record but his view was not upheld by the meeting and the minutes are confirmed as an accurate record of the proceedings.”

- e **If the Council's gross annual income or expenditure (whichever is higher) does not exceed £25,000, it shall publish draft minutes on a website which is publicly accessible and free of charge not later than one month after the meeting has taken place. NEW**
- f Subject to the publication of draft minutes in accordance with standing order 12(e) and standing order 20(a) and following a resolution which confirms the accuracy of the minutes of a meeting, the draft minutes or recordings of the meeting for which approved minutes exist shall be destroyed.

13. Code of conduct and dispensations

See also standing order 3(u).

- a All councillors and non-councillors with voting rights shall observe the code of conduct adopted by the Council.
- b Unless he has been granted a dispensation, a councillor or non-councillor with voting rights shall withdraw from a meeting when it is considering a matter in which he has a disclosable pecuniary interest. He may return to the meeting after it has considered the matter in which he had the interest.

- c Unless he has been granted a dispensation, a councillor or non-councillor with voting rights shall withdraw from a meeting when it is considering a matter in which he has another interest if so required by the Council's code of conduct. He may return to the meeting after it has considered the matter in which he had the interest.
- d **Dispensation requests shall be in writing and submitted to the Proper Officer** as soon as possible before the meeting, or failing that, at the start of the meeting for which the dispensation is required.
- e A decision as to whether to grant a dispensation shall be made by the Proper Officer and that decision is final.
- f A dispensation request shall confirm:
 - i. the description and the nature of the disclosable pecuniary interest or other interest to which the request for the dispensation relates;
 - ii. whether the dispensation is required to participate at a meeting in a discussion only or a discussion and a vote;
 - iii. the date of the meeting or the period (not exceeding four years) for which the dispensation is sought; and
 - iv. an explanation as to why the dispensation is sought.
- g Subject to standing orders 13(d) and (f), a dispensation request shall be considered [by the Proper Officer before the meeting or, if this is not possible, at the start of the meeting for which the dispensation is required] OR [at the beginning of the meeting of the Council, or committee or sub-committee for which the dispensation is required].
- h **A dispensation may be granted in accordance with standing order 13(e) if having regard to all relevant circumstances any of the following apply:**
 - i. **without the dispensation the number of persons prohibited from participating in the particular business would be so great a proportion of the meeting transacting the business as to impede the transaction of the business;**
 - ii. **granting the dispensation is in the interests of persons living in the Council's area; or**
 - iii. **it is otherwise appropriate to grant a dispensation.**

14. Code of conduct complaints

- a Upon notification by the District or Unitary Council that it is dealing with a complaint that a councillor or non-councillor with voting rights has breached the Council's code of conduct, the Proper Officer shall, subject to standing order 11, report this to the Council.
- b Where the notification in standing order 14(a) relates to a complaint made by

the Proper Officer, the Proper Officer shall notify the Chairman of Council of this fact, and the Chairman shall nominate another staff member to assume the duties of the Proper Officer in relation to the complaint until it has been determined and the Council has agreed what action, if any, to take in accordance with standing order 14(d).

- c The Council may:
- i. provide information or evidence where such disclosure is necessary to investigate the complaint or is a legal requirement;
 - ii. seek information relevant to the complaint from the person or body with statutory responsibility for investigation of the matter;
- d **Upon notification by the District or Unitary Council that a councillor or non-councillor with voting rights has breached the Council's code of conduct, the Council shall consider what, if any, action to take against him. Such action excludes disqualification or suspension from office.**

15. Proper officer

- a The Proper Officer shall be either (i) the clerk or (ii) other staff member(s) nominated by the Council to undertake the work of the Proper Officer when the Proper Officer is absent.
- b The Proper Officer shall:
- i. **at least three clear days before a meeting of the council, a committee or a sub-committee,**
 - **serve on councillors by delivery or post at their residences or by email authenticated in such manner as the Proper Officer thinks fit, a signed summons confirming the time, place and the agenda (provided the councillor has consented to service by email), and**
 - **Provide, in a conspicuous place, public notice of the time, place and agenda (provided that the public notice with agenda of an extraordinary meeting of the Council convened by councillors is signed by them).**

See standing order 3(b) for the meaning of clear days for a meeting of a full council and standing order 3(c) for the meaning of clear days for a meeting of a committee;
 - ii. subject to standing order 9, include on the agenda all motions in the order received unless a councillor has given written notice at least 5 days before the meeting confirming his withdrawal of it;
 - iii. **convene a meeting of the Council for the election of a new Chairman of the Council, occasioned by a casual vacancy in his office;**
 - iv. **facilitate inspection of the minute book by local government electors;**

- v. **receive and retain copies of byelaws made by other local authorities;**
- vi. hold acceptance of office forms from councillors;
- vii. hold a copy of every councillor's register of interests;
- viii. assist with responding to requests made under freedom of information legislation and rights exercisable under data protection legislation, in accordance with the Council's relevant policies and procedures;
- ix. liaise, as appropriate, with the Council's Data Protection Officer (if there is one); **NEW**
- x. receive and send general correspondence and notices on behalf of the Council except where there is a resolution to the contrary;
- xi. assist in the organisation of, storage of, access to, security of and destruction of information held by the Council in paper and electronic form subject to the requirements of data protection and freedom of information legislation and other legitimate requirements (e.g. the Limitation Act 1980);
- xii. arrange for legal deeds to be executed;
(see also standing order 23);
- xiii. arrange or manage the prompt authorisation, approval, and instruction regarding any payments to be made by the Council in accordance with its financial regulations;
- xiv. record every planning application notified to the Council and the Council's response to the local planning authority in a book for such purpose;
- xv. refer a planning application received by the Council to the Chairman or in his absence the Vice-Chairman of the Council within two working days of receipt to facilitate an extraordinary meeting if the nature of a planning application requires consideration before the next ordinary meeting of the Council if an extension of the deadline for comments is not granted.
- xvi. manage access to information about the Council via the publication scheme; and
- xvii. retain custody of the seal of the Council (if there is one) which shall not be used without a resolution to that effect.
(see also standing order 23). **NEW**

16. Responsible financial officer

- a The Council shall appoint appropriate staff member(s) to undertake the work of the Responsible Financial Officer when the Responsible Financial Officer is absent.

17. Accounts and accounting statements

- a “Proper practices” in standing orders refer to the most recent version of “Governance and Accountability for Local Councils – a Practitioners’ Guide”.
- b All payments by the Council shall be authorised, approved and paid in accordance with the law, proper practices and the Council’s financial regulations.
- c The Responsible Financial Officer shall supply to each councillor as soon as practicable monthly or after 30 June, 30 September and 31 December in each year a statement to summarise:
 - i. the Council’s receipts and payments (or income and expenditure) for each quarter;
 - ii. the Council’s aggregate receipts and payments (or income and expenditure) for the year to date;
 - iii. the balances held at the end of the quarter being reported and which includes a comparison with the budget for the financial year and highlights any actual or potential overspends.
- d As soon as possible after the financial year end at 31 March, the Responsible Financial Officer shall provide:
 - i. each councillor with a statement summarising the Council’s receipts and payments (or income and expenditure) for the last quarter and the year to date for information; and
 - ii. to the Council the accounting statements for the year in the form of Section 2 of the annual governance and accountability return, as required by proper practices, for consideration and approval.
- e The year-end accounting statements shall be prepared in accordance with proper practices and apply the form of accounts determined by the Council (receipts and payments, or income and expenditure) for the year to 31 March. A completed draft annual governance and accountability return shall be presented to all councillors at least 14 days prior to anticipated approval by the Council. The annual governance and accountability return of the Council, which is subject to external audit, including the annual governance statement, shall be presented to the Council for consideration and formal approval before 30 June.

18. Financial controls and procurement

- a. The Council shall consider and approve financial regulations drawn up by the Responsible Financial Officer, which shall include detailed arrangements in respect of the following:
 - i. the keeping of accounting records and systems of internal controls;

- ii. the assessment and management of financial risks faced by the Council;
 - iii. the work of the independent internal auditor in accordance with proper practices and the receipt of regular reports from the internal auditor, which shall be required at least annually;
 - iv. the inspection and copying by councillors and local electors of the Council's accounts and/or orders of payments; and
 - v. whether contracts with an estimated value below **£25,000** due to special circumstances are exempt from a tendering process or procurement exercise. new
- b. Financial regulations shall be reviewed regularly and at least annually for fitness of purpose.
- c. A public contract regulated by the Public Contracts Regulations 2015 with an estimated value in excess of £25,000 but less than the relevant thresholds in standing order 18(f) is subject to Regulations 109-114 of the Public Contracts Regulations 2015 which include a requirement on the Council to advertise the contract opportunity on the Contracts Finder website regardless of what other means it uses to advertise the opportunity unless it proposes to use an existing list of approved suppliers (framework agreement). NEW**
- d. Subject to additional requirements in the financial regulations of the Council, the tender process for contracts for the supply of goods, materials, services or the execution of works shall include, as a minimum, the following steps:
- i. a specification for the goods, materials, services or the execution of works shall be drawn up;
 - ii. an invitation to tender shall be drawn up to confirm (i) the Council's specification (ii) the time, date and address for the submission of tenders (iii) the date of the Council's written response to the tender and (iv) the prohibition on prospective contractors contacting councillors or staff to encourage or support their tender outside the prescribed process;
 - iii. the invitation to tender shall be advertised in a local newspaper and in any other manner that is appropriate;
 - iv. tenders are to be submitted in writing in a sealed marked envelope addressed to the Proper Officer;
 - v. tenders shall be opened by the Proper Officer in the presence of at least one councillor after the deadline for submission of tenders has passed;
 - vi. tenders are to be reported to and considered by the appropriate meeting of the Council or a committee or sub-committee with delegated responsibility.
- e. Neither the Council, nor a committee or a sub-committee with delegated

responsibility for considering tenders, is bound to accept the lowest value tender.

- f. **A public contract regulated by the Public Contracts Regulations 2015 with an estimated value in excess of £189,330 for a public service or supply contract or in excess of £4,733,252 for a public works contract; or £663,540 for a social and other specific services contract (or other thresholds determined by the European Commission every two years and published in the Official Journal of the European Union (OJEU)) shall comply with the relevant procurement procedures and other requirements in the Public Contracts Regulations 2015 which include advertising the contract opportunity on the Contracts Finder website and in OJEU.**
- g. **A public contract in connection with the supply of gas, heat, electricity, drinking water, transport services, or postal services to the public; or the provision of a port or airport; or the exploration for or extraction of gas, oil or solid fuel with an estimated value in excess of £378,660 for a supply, services or design contract; or in excess of £4,733,252 for a works contract; or £663,540 for a social and other specific services contract (or other thresholds determined by the European Commission every two years and published in OJEU) shall comply with the relevant procurement procedures and other requirements in the Utilities Contracts Regulations 2016. NEW**

19. Handling staff matters

- a A matter personal to a member of staff that is being considered by a meeting of the staffing committee is subject to standing order 11.
- b Subject to the Council's policy regarding absences from work, the Council's most senior member of staff shall notify the chairman of the staffing committee or, if he is not available, the chairman of the council, of absence occasioned by illness or other reason and that person shall report such absence to the council or staffing committee at its next meeting.
- c The chairman of the staffing committee or in his absence, the vice-chairman shall upon a resolution conduct a review of the performance and annual appraisal of the work of the Clerk. The reviews and appraisal shall be reported in writing and are subject to approval by resolution by the staffing committee.
- d Subject to the Council's policy regarding the handling of grievance matters, the Council's most senior member of staff shall contact the chairman of the staffing committee or in his absence, the chairman of the council, in respect of an informal or formal grievance matter, and this matter shall be reported back and progressed by resolution of the staffing committee. **STAFFING COMMITTEE?**
- e Subject to the Council's policy regarding the handling of grievance matters, if an informal or formal grievance matter raised by the Clerk relates to the chairman or vice-chairman of the staffing committee, this shall be communicated to another member of the staffing committee, which shall be

reported back and progressed by resolution of the staffing committee/council.

- f Any persons responsible for all or part of the management of staff shall treat as confidential the written records of all meetings relating to their performance, capabilities, grievance or disciplinary matters.
- g In accordance with standing order 11(a), persons with line management responsibilities shall have access to staff records referred to in standing order 19(f).

20. Responsibilities to provide information

See also standing order 21.

- a **In accordance with freedom of information legislation, the Council shall publish information in accordance with its publication scheme and respond to requests for information held by the Council.**
- b *If gross annual income or expenditure (whichever is higher) does not exceed £25,000* **The Council shall publish information in accordance with the requirements of the Smaller Authorities (Transparency Requirements) (England) Regulations 2015.**

21. Responsibilities under data protection legislation NEW

Below is not an exclusive list. See also standing order 11.

- a The Council may appoint a Data Protection Officer.
- b **The Council shall have policies and procedures in place to respond to an individual exercising statutory rights concerning his personal data.**
- c **The Council shall have a written policy in place for responding to and managing a personal data breach.**
- d **The Council shall keep a record of all personal data breaches comprising the facts relating to the personal data breach, its effects and the remedial action taken.**
- e **The Council shall ensure that information communicated in its privacy notice(s) is in an easily accessible and available form and kept up to date.**
- f **The Council shall maintain a written record of its processing activities.**

22. Relations with the press/media

- a Requests from the press or other media for an oral or written comment or statement from the Council, its councillors or staff shall be handled in accordance with the Council's policy in respect of dealing with the press and/or other media.

23. Execution and sealing of legal deeds

See also standing orders 15(b)(xii) and (xvii).

- a A legal deed shall not be executed on behalf of the Council unless authorised by a resolution.
- b **Subject to standing order 23(a), any two councillors may sign, on behalf of the Council, any deed required by law and the Proper Officer shall witness their signatures.**

24. Communicating with district and county or unitary councillors NEW

- a An invitation to attend a meeting of the Council shall be sent, together with the agenda, to the ward councillor(s) of the District and County Council OR Unitary Council representing the area of the Council.
- b Unless the Council determines otherwise, a copy of each letter sent to the District and County Council OR Unitary Council shall be sent to the ward councillor(s) representing the area of the Council.

25. Restrictions on councillor activities

- a. Unless duly authorised no councillor shall:
 - i. inspect any land and/or premises which the Council has a right or duty to inspect; or
 - ii. issue orders, instructions or directions.

26. Standing orders generally

- a All or part of a standing order, except one that incorporates mandatory statutory or legal requirements, may be suspended by resolution in relation to the consideration of an item on the agenda for a meeting.
- b A motion to add to or vary or revoke one or more of the Council's standing orders, except one that incorporates mandatory statutory or legal requirements, shall be proposed by a special motion, the written notice by at least 3 councillors to be given to the Proper Officer in accordance with standing order 9.
- c The Proper Officer shall provide a copy of the Council's standing orders to a councillor as soon as possible.
- d The decision of the chairman of a meeting as to the application of standing orders at the meeting shall be final.

27. Seeking advice

Where advice is needed from East Northants Council (ENC) or the Northants CALC on procedural matters, this should always be done through the clerk. The Monitoring Officer will continue to provide advice to individual councillors on their personal

position in relation to declarations of interest but, if there are concerns about the position of other councillors, that advice should be asked for, by and given to, the clerk.

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The Model Standing Orders 2018 for England were revised in 2020.

Easton
on the **Hill** Parish Council

**EASTON ON THE HILL PARISH COUNCIL
FINANCIAL REGULATIONS ENGLAND**

INDEX

1.	GENERAL	2
2.	ACCOUNTING AND AUDIT (INTERNAL AND EXTERNAL)	5
3.	ANNUAL ESTIMATES (BUDGET) AND FORWARD PLANNING	6
4.	BUDGETARY CONTROL AND AUTHORITY TO SPEND	7
5.	BANKING ARRANGEMENTS AND AUTHORISATION OF PAYMENTS	8
6.	INSTRUCTIONS FOR THE MAKING OF PAYMENTS	9
7.	PAYMENT OF SALARIES	12
8.	LOANS AND INVESTMENTS	13
9.	INCOME	13
10.	ORDERS FOR WORK, GOODS AND SERVICES.....	14
11.	CONTRACTS.....	15
12.	[PAYMENTS UNDER CONTRACTS FOR BUILDING OR OTHER CONSTRUCTION WORKS ...	16
13.	[STORES AND EQUIPMENT.....	17
14.	ASSETS, PROPERTIES AND ESTATES	17
15.	INSURANCE.....	18
16.	[CHARITIES.....	18
17.	RISK MANAGEMENT	18
18.	SUSPENSION AND REVISION OF FINANCIAL REGULATIONS	19

These Financial Regulations were adopted by the Council at its Meeting held on Monday 17th May 2021.

1. GENERAL

- 1.1. These financial regulations govern the conduct of financial management by the council and may only be amended or varied by resolution of the council. Financial regulations are one of the council's three governing policy documents providing procedural guidance for members and officers. Financial regulations must be observed in conjunction with the council's standing orders¹ and any individual financial regulations relating to contracts.
- 1.2. The council is responsible in law for ensuring that its financial management is adequate and effective and that the council has a sound system of internal control which facilitates the effective exercise of the council's functions, including arrangements for the management of risk.
- 1.3. The council's accounting control systems must include measures:
 - for the timely production of accounts;
 - that provide for the safe and efficient safeguarding of public money;
 - to prevent and detect inaccuracy and fraud; and
 - Identifying the duties of officers.
- 1.4. These financial regulations demonstrate how the council meets these responsibilities and requirements.
- 1.5. At least once a year, prior to approving the Annual Governance Statement, the council must review the effectiveness of its system of internal control which shall be in accordance with proper practices.
- 1.6. Deliberate or wilful breach of these Regulations by an employee may give rise to disciplinary proceedings.
- 1.7. Members of Council are expected to follow the instructions within these Regulations and not to entice employees to breach them. Failure to follow instructions within these Regulations brings the office of councillor into disrepute.
- 1.8. The Responsible Financial Officer (RFO) holds a statutory office to be appointed by the council. The Clerk has been appointed as RFO for this council and these regulations will apply accordingly.
- 1.9. The RFO;

¹ Model standing orders for councils (2018 edition) is available from NALC (@NALC 2018)

- acts under the policy direction of the council;
- administers the council's financial affairs in accordance with all Acts, Regulations and proper practices;
- determines on behalf of the council its accounting records and accounting control systems;
- ensures the accounting control systems are observed;
- maintains the accounting records of the council up to date in accordance with proper practices;
- assists the council to secure economy, efficiency and effectiveness in the use of its resources; and
- Produces financial management information as required by the council.

1.10. The accounting records determined by the RFO shall be sufficient to show and explain the council's transactions and to enable the RFO to ensure that any income and expenditure account and statement of balances, or record of receipts and payments and additional information, as the case may be, or management information prepared for the council from time to time comply with the Accounts and Audit Regulations.

1.11. The accounting records determined by the RFO shall in particular contain:

- entries from day to day of all sums of money received and expended by the council and the matters to which the income and expenditure or receipts and payments account relate;
- a record of the assets and liabilities of the council; and
- Wherever relevant, a record of the council's income and expenditure in relation to claims made, or to be made, for any contribution, grant or subsidy.

1.12. The accounting control systems determined by the RFO shall include:

- procedures to ensure that the financial transactions of the council are recorded as soon as reasonably practicable and as accurately and reasonably as possible;
- procedures to enable the prevention and detection of inaccuracies and fraud and the ability to reconstruct any lost records;
- identification of the duties of officers dealing with financial transactions and division of responsibilities of those officers in relation to significant transactions;
- procedures to ensure that uncollectable amounts, including any bad debts are not submitted to the council for approval to be written off except with the approval of the RFO and that the approvals are shown in the accounting records; and

- Measures to ensure that risk is properly managed.

1.13. The council is not empowered by these Regulations or otherwise to delegate certain specified decisions. In particular any decision regarding:

- setting the final budget or the precept (council tax requirement);
- approving accounting statements;
- approving an annual governance statement;
- borrowing;
- writing off bad debts;
- declaring eligibility for the General Power of Competence; and
- addressing recommendations in any report from the internal or external auditors,

Shall be a matter for the full council only.

1.14. In addition the council must:

- determine and keep under regular review the bank mandate for all council bank accounts;
- approve any grant or a single commitment in excess of [£5,000]; and
- In respect of the annual salary for any employee have regard to recommendations about annual salaries of employees made by the relevant committee in accordance with its terms of reference.

1.15. In these financial regulations, references to the Accounts and Audit Regulations or 'the regulations' shall mean the regulations issued under the provisions of section 27 of the Audit Commission Act 1998, or any superseding legislation, and then in force unless otherwise specified.

In these financial regulations the term 'proper practice' or 'proper practices' shall refer to guidance issued in *Governance and Accountability for Local Councils - a Practitioners' Guide (England)* issued by the Joint Practitioners Advisory Group (JPAG), available from the websites of NALC and the Society for Local Council Clerks (SLCC).

2. ACCOUNTING AND AUDIT (INTERNAL AND EXTERNAL)

- 2.1. All accounting procedures and financial records of the council shall be determined by the RFO in accordance with the Accounts and Audit Regulations, appropriate guidance and proper practices.
- 2.2. On a regular basis, at least once in each quarter, and at each financial year end, a member other than the Chairman [or a cheque signatory] shall be appointed to verify bank reconciliations (for all accounts) produced by the RFO. The member shall sign the reconciliations and the original bank statements (or similar document) as evidence of verification. This activity shall on conclusion be reported, including any exceptions, to and noted by the council [Finance Committee].
- 2.3. The RFO shall complete the annual statement of accounts, annual report, and any related documents of the council contained in the Annual Return (as specified in proper practices) as soon as practicable after the end of the financial year and having certified the accounts shall submit them and report thereon to the council within the timescales set by the Accounts and Audit Regulations.
- 2.4. The council shall ensure that there is an adequate and effective system of internal audit of its accounting records, and of its system of internal control in accordance with proper practices. Any officer or member of the council shall make available such documents and records as appear to the council to be necessary for the purpose of the audit and shall, as directed by the council, supply the RFO, internal auditor, or external auditor with such information and explanation as the council considers necessary for that purpose.
- 2.5. The internal auditor shall be appointed by and shall carry out the work in relation to internal controls required by the council in accordance with proper practices.
- 2.6. The internal auditor shall:
 - be competent and independent of the financial operations of the council;
 - report to council in writing, or in person, on a regular basis with a minimum of one annual written report during each financial year;
 - to demonstrate competence, objectivity and independence, be free from any actual or perceived conflicts of interest, including those arising from family relationships; and
 - Have no involvement in the financial decision making, management or control of the council.
- 2.7. Internal or external auditors may not under any circumstances:
 - perform any operational duties for the council;
 - initiate or approve accounting transactions; or

- Direct the activities of any council employee, except to the extent that such employees have been appropriately assigned to assist the internal auditor.
- 2.8. For the avoidance of doubt, in relation to internal audit the terms 'independent' and 'independence' shall have the same meaning as is described in proper practices.
 - 2.9. The RFO shall make arrangements for the exercise of electors' rights in relation to the accounts including the opportunity to inspect the accounts, books, and vouchers and display or publish any notices and statements of account required by Audit Commission Act 1998, or any superseding legislation, and the Accounts and Audit Regulations.
 - 2.10. The RFO shall, without undue delay, bring to the attention of all councillors any correspondence or report from internal or external auditors.

3. ANNUAL ESTIMATES (BUDGET) AND FORWARD PLANNING

- 3.1. [Each committee (if any) shall review its three year forecast of revenue and capital receipts and payments. Having regard to the forecast, it shall thereafter formulate and submit proposals for the following financial year to the council not later than the end of [November] each year including any proposals for revising the forecast].
- 3.2. The RFO must each year, by no later than November, prepare detailed estimates of all receipts and payments including the use of reserves and all sources of funding for the following financial year in the form of a budget to be considered by the [relevant committee and the] council.
- 3.3. The council shall consider annual budget proposals in relation to the council's three year forecast of revenue and capital receipts and payments including recommendations for the use of reserves and sources of funding and update the forecast accordingly.
- 3.4. The council shall fix the precept (council tax requirement), and relevant basic amount of council tax to be levied for the ensuing financial year not later than by the end of January each year. The RFO shall issue the precept to the billing authority and shall supply each member with a copy of the approved annual budget.
- 3.5. The approved annual budget shall form the basis of financial control for the ensuing year.

4. BUDGETARY CONTROL AND AUTHORITY TO SPEND

- 4.1. Expenditure on revenue items may be authorised up to the amounts included for that class of expenditure in the approved budget. This authority is to be determined by:
- the council for all items over [£5,000];
 - a duly delegated committee of the council for items over [£1000]; or
 - The Clerk, in conjunction with Chairman of Council or Chairman of the appropriate committee, for any items below [£500].

Such authority is to be evidenced by a minute or by an authorisation slip duly signed by the Clerk, and where necessary also by the appropriate Chairman.

Contracts may not be disaggregated to avoid controls imposed by these regulations.

- 4.2. No expenditure may be authorised that will exceed the amount provided in the revenue budget for that class of expenditure other than by resolution of the council, or duly delegated committee. During the budget year and with the approval of council having considered fully the implications for public services, unspent and available amounts may be moved to other budget headings or to an earmarked reserve as appropriate ('virement').
- 4.3. Unspent provisions in the revenue or capital budgets for completed projects shall not be carried forward to a subsequent year.
- 4.4. The salary budgets are to be reviewed at least annually in [October] for the following financial year and such review shall be evidenced by a hard copy schedule signed by the Clerk and the Chairman of Council or relevant committee. The RFO will inform committees of any changes impacting on their budget requirement for the coming year in good time.
- 4.5. In cases of extreme risk to the delivery of council services, the clerk may authorise revenue expenditure on behalf of the council which in the clerk's judgement it is necessary to carry out. Such expenditure includes repair, replacement or other work, whether or not there is any budgetary provision for the expenditure, subject to a limit of [£500]. The Clerk shall report such action to the chairman as soon as possible and to the council as soon as practicable thereafter.
- 4.6. No expenditure shall be authorised in relation to any capital project and no contract entered into or tender accepted involving capital expenditure unless the council is satisfied that the necessary funds are available and the requisite borrowing approval has been obtained.
- 4.7. All capital works shall be administered in accordance with the council's standing orders and financial regulations relating to contracts.
- 4.8. The RFO shall regularly provide the council with a statement of receipts and payments to date under each head of the budgets, comparing actual expenditure to

the appropriate date against that planned as shown in the budget. These statements are to be prepared at least at the end of each financial quarter and shall show explanations of material variances. For this purpose “material” shall be in excess of [£100] or [15%] of the budget.

- 4.9. Changes in earmarked reserves shall be approved by council as part of the budgetary control process.

5. BANKING ARRANGEMENTS AND AUTHORISATION OF PAYMENTS

- 5.1. The council's banking arrangements, including the bank mandate, shall be made by the RFO and approved by the council; banking arrangements may not be delegated to a committee. They shall be regularly reviewed for safety and efficiency. [The council shall seek credit references in respect of members or employees who act as signatories.]
- 5.2. The RFO shall prepare a schedule of payments requiring authorisation, forming part of the Agenda for the Meeting and, together with the relevant invoices, present the schedule to council [or finance committee]. The council / committee shall review the schedule for compliance and, having satisfied itself shall authorise payment by a resolution of the council [or finance committee]. The approved schedule shall be ruled off and initialled by the Chairman of the Meeting. A detailed list of all payments shall be disclosed within or as an attachment to the minutes of the meeting at which payment was authorised. Personal payments (including salaries, wages, expenses and any payment made in relation to the termination of a contract of employment) may be summarised to remove public access to any personal information.
- 5.3. All invoices for payment shall be examined, verified and certified by the RFO to confirm that the work, goods or services to which each invoice relates has been received, carried out, examined and represents expenditure previously approved by the council.
- 5.4. The RFO shall examine invoices for arithmetical accuracy and analyse them to the appropriate expenditure heading. The RFO shall take all steps to pay all invoices submitted, and which are in order, at the next available council [or Finance Committee] meeting.
- 5.5. The Clerk and RFO shall have delegated authority to authorise the payment of items only in the following circumstances:
 - a) If a payment is necessary to avoid a charge to interest under the Late Payment of Commercial Debts (Interest) Act 1998, and the due date for payment is before the next scheduled Meeting of council, where the Clerk and RFO certify that there is no dispute or other reason to delay payment, provided that a list of such payments shall be submitted to the next appropriate meeting of council [or finance committee];

- b) An expenditure item authorised under 5.6 below (continuing contracts and obligations) provided that a list of such payments shall be submitted to the next appropriate meeting of council [or finance committee]; or
 - c) Fund transfers within the councils banking arrangements up to the sum of [£10,000], provided that a list of such payments shall be submitted to the next appropriate meeting of council [or finance committee].
- 5.6. For each financial year the Clerk and RFO shall draw up a list of due payments which arise on a regular basis as the result of a continuing contract, statutory duty, or obligation (such as but not exclusively) Salaries, PAYE and NI, Superannuation Fund and regular maintenance contracts and the like for which council [,or a duly authorised committee,] may authorise payment for the year provided that the requirements of regulation 4.1 (Budgetary Controls) are adhered to, provided also that a list of such payments shall be submitted to the next appropriate meeting of council [or Finance Committee].
- 5.7. A record of regular payments made under 5.6 above shall be drawn up and be signed by two members on each and every occasion when payment is authorised - thus controlling the risk of duplicated payments being authorised and / or made.
- 5.8. In respect of grants a duly authorised committee shall approve expenditure within any limits set by council and in accordance with any policy statement approved by council. Any Revenue or Capital Grant in excess of £5,000 shall before payment, be subject to ratification by resolution of the council.
- 5.9. Members are subject to the Code of Conduct that has been adopted by the council and shall comply with the Code and Standing Orders when a decision to authorise or instruct payment is made in respect of a matter in which they have a disclosable pecuniary or other interest, unless a dispensation has been granted.
- 5.10. The council will aim to rotate the duties of members in these Regulations so that onerous duties are shared out as evenly as possible over time.
- 5.11. Any changes in the recorded details of suppliers, such as bank account records, shall be approved in writing by a Member.

6. INSTRUCTIONS FOR THE MAKING OF PAYMENTS

- 6.1. The council will make safe and efficient arrangements for the making of its payments.
- 6.2. Following authorisation under Financial Regulation 5 above, the council, a duly delegated committee or, if so delegated, the Clerk or RFO shall give instruction that a payment shall be made.

- 6.3. All payments shall be effected by cheque or other instructions to the council's bankers, or otherwise, in accordance with a resolution of council [or duly delegated committee].
- 6.4. Cheques or orders for payment drawn on the bank account in accordance with the schedule as presented to council or committee shall be signed by three members of council, and countersigned by the Clerk, in accordance with a resolution instructing that payment. A member who is a bank signatory, having a connection by virtue of family or business relationships with the beneficiary of a payment, should not, under normal circumstances, be a signatory to the payment in question.
- 6.5. To indicate agreement of the details shown on the cheque or order for payment with the counterfoil and the invoice or similar documentation, the signatories shall each also initial the cheque counterfoil.
- 6.6. Cheques or orders for payment shall not normally be presented for signature other than at a council or committee meeting (including immediately before or after such a meeting). Any signatures obtained away from such meetings shall be reported to the council [or Finance Committee] at the next convenient meeting.
- 6.7. If thought appropriate by the council, payment for utility supplies (energy, telephone and water) and any National Non-Domestic Rates may be made by variable direct debit provided that the instructions are signed by two members and any payments are reported to council as made. The approval of the use of a variable direct debit shall be renewed by resolution of the council at least every two years.
- 6.8. If thought appropriate by the council, payment for certain items (principally salaries) may be made by banker's standing order provided that the instructions are signed, or otherwise evidenced by two members are retained and any payments are reported to council as made. The approval of the use of a banker's standing order shall be renewed by resolution of the council at least every two years.
- 6.9. If thought appropriate by the council, payment for certain items may be made by BACS or CHAPS methods provided that the instructions for each payment are signed, or otherwise evidenced, by two authorised bank signatories, are retained and any payments are reported to council as made. The approval of the use of BACS or CHAPS shall be renewed by resolution of the council at least every two years.
- 6.10. If thought appropriate by the council payment for certain items may be made by internet banking transfer provided evidence is retained showing which members approved the payment.
- 6.11. Where a computer requires use of a personal identification number (PIN) or other password(s), for access to the council's records on that computer, a note shall be made of the PIN and Passwords and shall be handed to and retained by the Chairman of Council in a sealed dated envelope. This envelope may not be opened other than in the presence of two other councillors. After the envelope has been opened, in any circumstances, the PIN and / or passwords shall be changed as soon as practicable. The fact that the sealed envelope has been opened, in whatever

circumstances, shall be reported to all members immediately and formally to the next available meeting of the council. This will not be required for a member's personal computer used only for remote authorisation of bank payments.

- 6.12. No employee or councillor shall disclose any PIN or password, relevant to the working of the council or its bank accounts, to any person not authorised in writing by the council or a duly delegated committee.
- 6.13. Regular back-up copies of the records on any computer shall be made and shall be stored securely away from the computer in question, and preferably off site.
- 6.14. The council, and any members using computers for the council's financial business, shall ensure that anti-virus, anti-spyware and firewall software with automatic updates, together with a high level of security, is used.
- 6.15. Where internet banking arrangements are made with any bank, the Clerk [RFO] shall be appointed as the Service Administrator. The bank mandate approved by the council shall identify a number of councillors who will be authorised to approve transactions on those accounts. The bank mandate will state clearly the amounts of payments that can be instructed by the use of the Service Administrator alone, or by the Service Administrator with a stated number of approvals.
- 6.16. Access to any internet banking accounts will be directly to the access page (which may be saved under "favourites"), and not through a search engine or e-mail link. Remembered or saved passwords facilities must not be used on any computer used for council banking work. Breach of this Regulation will be treated as a very serious matter under these regulations.
- 6.17. Changes to account details for suppliers, which are used for internet banking may only be changed on written hard copy notification by the supplier and supported by hard copy authority for change signed by [two of] the Clerk [the RFO][a member]. A programme of regular checks of standing data with suppliers will be followed.
- 6.18. Any Debit Card issued for use will be specifically restricted to the Clerk [and the RFO] and will also be restricted to a single transaction maximum value of [£500] unless authorised by council or finance committee in writing before any order is placed.
- 6.19. A pre-paid debit card may be issued to employees with varying limits. These limits will be set by the council [Finance Committee]. Transactions and purchases made will be reported to the [council] [relevant committee] and authority for topping-up shall be at the discretion of the [council] [relevant committee].
- 6.20. Any corporate credit card or trade card account opened by the council will be specifically restricted to use by the Clerk [and RFO] and shall be subject to automatic payment in full at each month-end. Personal credit or debit cards of members or staff shall not be used under any circumstances.

- 6.21. The council will not maintain any form of cash float. All cash received must be banked intact. Any payments made in cash by the Clerk/RFO shall be refunded on a regular basis, at least quarterly.

7. PAYMENT OF SALARIES

- 7.1. As an employer, the council shall make arrangements to meet fully the statutory requirements placed on all employers by PAYE and National Insurance legislation. The payment of all salaries shall be made in accordance with payroll records and the rules of PAYE and National Insurance currently operating, and salary rates shall be as agreed by council, or duly delegated committee.
- 7.2. Payment of salaries and payment of deductions from salary such as may be required to be made for tax, national insurance and pension contributions, or similar statutory or discretionary deductions must be made in accordance with the payroll records and on the appropriate dates stipulated in employment contracts, provided that each payment is reported to the next available council meeting, as set out in these regulations above.
- 7.3. No changes shall be made to any employee's pay, emoluments, or terms and conditions of employment without the prior consent of the Parish Council Finance committee
- 7.4. Each and every payment to employees of net salary and to the appropriate creditor of the statutory and discretionary deductions shall be recorded in a separate confidential record (confidential cash book). This confidential record is not open to inspection or review (under the Freedom of Information Act 2000 or otherwise) other than:
- a) by any councillor who can demonstrate a need to know;
 - b) by the internal auditor;
 - c) by the external auditor; or
 - d) By any person authorised under Audit Commission Act 1998, or any superseding legislation.
- 7.5. The total of such payments in each calendar month shall be reported with all other payments as made as may be required under these Financial Regulations, to ensure that only payments due for the period have actually been paid.
- 7.6. An effective system of personal performance management should be maintained for the senior officers.
- 7.7. Any termination payments shall be supported by a clear business case and reported to the council. Termination payments shall only be authorised by council.
- 7.8. Before employing interim staff the council must consider a full business case.

8. LOANS AND INVESTMENTS

- 8.1. All borrowings shall be effected in the name of the council, after obtaining any necessary borrowing approval. Any application for borrowing approval shall be approved by Council as to terms and purpose. The application for borrowing approval, and subsequent arrangements for the loan shall only be approved by full council.
- 8.2. Any financial arrangement which does not require formal borrowing approval from the Secretary of State/Welsh Assembly Government (such as Hire Purchase or Leasing of tangible assets) shall be subject to approval by the full council. In each case a report in writing shall be provided to council in respect of value for money for the proposed transaction.
- 8.3. The council will arrange with the council's banks and investment providers for the sending of a copy of each statement of account to the Chairman of the council at the same time as one is issued to the Clerk or RFO.
- 8.4. All loans and investments shall be negotiated in the name of the council and shall be for a set period in accordance with council policy.
- 8.5. The council shall consider the need for an Investment Strategy and Policy which, if drawn up, shall be in accordance with relevant regulations, proper practices and guidance. Any Strategy and Policy shall be reviewed by the council at least annually.
- 8.6. All investments of money under the control of the council shall be in the name of the council.
- 8.7. All investment certificates and other documents relating thereto shall be retained in the custody of the RFO.
- 8.8. Payments in respect of short term or long term investments, including transfers between bank accounts held in the same bank, or branch, shall be made in accordance with Regulation 5 (Authorisation of payments) and Regulation 6 (Instructions for payments).

9. INCOME

- 9.1. The collection of all sums due to the council shall be the responsibility of and under the supervision of the RFO.
- 9.2. Particulars of all charges to be made for work done, services rendered or goods supplied shall be agreed annually by the council, notified to the RFO and the RFO shall be responsible for the collection of all accounts due to the council.

- 9.3. The council will review all fees and charges at least annually, following a report of the Clerk.
- 9.4. Any sums found to be irrecoverable and any bad debts shall be reported to the council and shall be written off in the year.
- 9.5. All sums received on behalf of the council shall be banked intact as directed by the RFO. In all cases, all receipts shall be deposited with the council's bankers with such frequency as the RFO considers necessary.
- 9.6. The origin of each receipt shall be entered on the paying-in slip.
- 9.7. Personal cheques shall not be cashed out of money held on behalf of the council.
- 9.8. The RFO shall promptly complete any VAT Return that is required. Any repayment claim due in accordance with VAT Act 1994 section 33 shall be made at least annually coinciding with the financial year end.
- 9.9. Where any significant sums of cash are regularly received by the council, the RFO shall take such steps as are agreed by the council to ensure that more than one person is present when the cash is counted in the first instance, that there is a reconciliation to some form of control such as ticket issues, and that appropriate care is taken in the security and safety of individuals banking such cash.
- 9.10. [Any income arising which is the property of a charitable trust shall be paid into a charitable bank account. Instructions for the payment of funds due from the charitable trust to the council (to meet expenditure already incurred by the authority) will be given by the Managing Trustees of the charity meeting separately from any council meeting (see also Regulation 16 below)].

10. ORDERS FOR WORK, GOODS AND SERVICES

- 10.1. An official order or letter shall be issued for all work, goods and services unless a formal contract is to be prepared or an official order would be inappropriate. Copies of orders shall be retained.
- 10.2. Order books shall be controlled by the RFO.
- 10.3. All members and officers are responsible for obtaining value for money at all times. An officer issuing an official order shall ensure as far as reasonable and practicable that the best available terms are obtained in respect of each transaction, usually by obtaining three or more quotations or estimates from appropriate suppliers, subject to any *de Minimis* provisions in Regulation 11.1 below.
- 10.4. A member may not issue an official order or make any contract on behalf of the council.
- 10.5. The RFO shall verify the lawful nature of any proposed purchase before the issue of any order, and in the case of new or infrequent purchases or payments, the

RFO shall ensure that the statutory authority shall be reported to the meeting at which the order is approved so that the minutes can record the power being used.

11. CONTRACTS

11.1. Procedures as to contracts are laid down as follows:

- a. Every contract shall comply with these financial regulations, and no exceptions shall be made otherwise than in an emergency provided that this regulation need not apply to contracts which relate to items (i) to (vi) below:
 - i. for the supply of gas, electricity, water, sewerage and telephone services;
 - ii. for specialist services such as are provided by solicitors, accountants, surveyors and planning consultants;
 - iii. for work to be executed or goods or materials to be supplied which consist of repairs to or parts for existing machinery or equipment or plant;
 - iv. for work to be executed or goods or materials to be supplied which constitute an extension of an existing contract by the council;
 - v. for additional audit work of the external auditor up to an estimated value of £500 (in excess of this sum the Clerk and RFO shall act after consultation with the Chairman and Vice Chairman of council); and
 - vi. For goods or materials proposed to be purchased which are proprietary articles and / or are only sold at a fixed price.
- b. Where the council intends to procure or award a public supply contract, public service contract or public works contract as defined by The Public Contracts Regulations 2015 (“the Regulations”) which is valued at £25,000 or more, the council shall comply with the relevant requirements of the Regulations².
- c. The full requirements of The Regulations, as applicable, shall be followed in respect of the tendering and award of a public supply contract, public service contract or public works contract which exceed thresholds in The Regulations set by the Public Contracts Directive 2014/24/EU (which may change from time to time)³.
- d. When applications are made to waive financial regulations relating to contracts to enable a price to be negotiated without competition the reason shall be embodied in a recommendation to the council.

² The Regulations require councils to use the Contracts Finder website to advertise contract opportunities, set out the procedures to be followed in awarding new contracts and to publicise the award of new contracts

³ Thresholds currently applicable are:

- a. For public supply and public service contracts 209,000 Euros (£181,302)
- b. For public works contracts 5,225,000 Euros (£4,551,413)

- e. Such invitation to tender shall state the general nature of the intended contract and the Clerk shall obtain the necessary technical assistance to prepare a specification in appropriate cases. The invitation shall in addition state that tenders must be addressed to the Clerk in the ordinary course of post. Each tendering firm shall be supplied with a specifically marked envelope in which the tender is to be sealed and remain sealed until the prescribed date for opening tenders for that contract.
- f. All sealed tenders shall be opened at the same time on the prescribed date by the Clerk in the presence of at least one member of council.
- g. Any invitation to tender issued under this regulation shall be subject to Standing Orders, and shall refer to the terms of the Bribery Act 2010.
- h. When it is to enter into a contract of less than £25,000 in value for the supply of goods or materials or for the execution of works or specialist services other than such goods, materials, works or specialist services as are excepted as set out in paragraph (a) the Clerk or RFO shall obtain 3 quotations (priced descriptions of the proposed supply); where the value is below [£3,000] and above [£100] the Clerk or RFO shall strive to obtain 3 estimates. Otherwise, Regulation 10.3 above shall apply.
- i. The council shall not be obliged to accept the lowest or any tender, quote or estimate.
- j. Should it occur that the council, or duly delegated committee, does not accept any tender, quote or estimate, the work is not allocated and the council requires further pricing, provided that the specification does not change, no person shall be permitted to submit a later tender, estimate or quote who was present when the original decision making process was being undertaken.

12. [PAYMENTS UNDER CONTRACTS FOR BUILDING OR OTHER CONSTRUCTION WORKS (PUBLIC WORKS CONTRACTS)]

- 12.1. Payments on account of the contract sum shall be made within the time specified in the contract by the RFO upon authorised certificates of the architect or other consultants engaged to supervise the contract (subject to any percentage withholding as may be agreed in the particular contract).
- 12.2. Where contracts provide for payment by instalments the RFO shall maintain a record of all such payments. In any case where it is estimated that the total cost of work carried out under a contract, excluding agreed variations, will exceed the contract sum of 5% or more a report shall be submitted to the council.

- 12.3. Any variation to a contract or addition to or omission from a contract must be approved by the council and Clerk to the contractor in writing, the council being informed where the final cost is likely to exceed the financial provision.]

13. [STORES AND EQUIPMENT

- 13.1. The officer in charge of each section shall be responsible for the care and custody of stores and equipment in that section.
- 13.2. Delivery notes shall be obtained in respect of all goods received into store or otherwise delivered and goods must be checked as to order and quality at the time delivery is made.
- 13.3. Stocks shall be kept at the minimum levels consistent with operational requirements.
- 13.4. The RFO shall be responsible for periodic checks of stocks and stores at least annually.

14. ASSETS, PROPERTIES AND ESTATES

- 14.1. The Clerk shall make appropriate arrangements for the custody of all title deeds and Land Registry Certificates of properties held by the council. The RFO shall ensure a record is maintained of all properties held by the council, recording the location, extent, plan, reference, purchase details, nature of the interest, tenancies granted, rents payable and purpose for which held in accordance with Accounts and Audit Regulations.
- 14.2. No tangible moveable property shall be purchased or otherwise acquired, sold, leased or otherwise disposed of, without the authority of the council, together with any other consents required by law, save where the estimated value of any one item of tangible movable property does not exceed [£250].
- 14.3. No real property (interests in land) shall be sold, leased or otherwise disposed of without the authority of the council, together with any other consents required by law. In each case a report in writing shall be provided to council in respect of valuation and surveyed condition of the property (including matters such as planning permissions and covenants) together with a proper business case (including an adequate level of consultation with the electorate).
- 14.4. No real property (interests in land) shall be purchased or acquired without the authority of the full council. In each case a report in writing shall be provided to council in respect of valuation and surveyed condition of the property (including matters such as planning permissions and covenants) together with a proper business case (including an adequate level of consultation with the electorate).

- 14.5. Subject only to the limit set in Regulation 14.2 above, no tangible moveable property shall be purchased or acquired without the authority of the full council. In each case a report in writing shall be provided to council with a full business case.
- 14.6. The RFO shall ensure that an appropriate and accurate Register of Assets and Investments is kept up to date. The continued existence of tangible assets shown in the Register shall be verified at least annually, possibly in conjunction with a health and safety inspection of assets.

15. INSURANCE

- 15.1. Following the annual risk assessment (per Regulation 17), the RFO shall effect all insurances and negotiate all claims on the council's insurers [in consultation with the Clerk].
- 15.2. [The Clerk shall give prompt notification to the RFO of all new risks, properties or vehicles which require to be insured and of any alterations affecting existing insurances.]
- 15.3. The RFO shall keep a record of all insurances effected by the council and the property and risks covered thereby and annually review it.
- 15.4. The RFO shall be notified of any loss liability or damage or of any event likely to lead to a claim, and shall report these to council at the next available meeting.
- 15.5. All appropriate members and employees of the council shall be included in a suitable form of security or fidelity guarantee insurance which shall cover the maximum risk exposure as determined annually by the council, or duly delegated committee.

16. CHARITIES – N/A

- 16.1. Where the council is sole managing trustee of a charitable body the Clerk and RFO shall ensure that separate accounts are kept of the funds held on charitable trusts and separate financial reports made in such form as shall be appropriate, in accordance with Charity Law and legislation, or as determined by the Charity Commission. The Clerk and RFO shall arrange for any audit or independent examination as may be required by Charity Law or any Governing Document.]

17. RISK MANAGEMENT

- 17.1. The council is responsible for putting in place arrangements for the management of risk. The Clerk/RFO shall prepare, for approval by the council, risk management

policy statements in respect of all activities of the council. Risk policy statements and consequential risk management arrangements shall be reviewed by the council at least annually.

- 17.2. When considering any new activity, the Clerk/RFO shall prepare a draft risk assessment including risk management proposals for consideration and adoption by the council.

18. SUSPENSION AND REVISION OF FINANCIAL REGULATIONS

- 18.1. It shall be the duty of the council to review the Financial Regulations of the council from time to time. The Clerk shall make arrangements to monitor changes in legislation or proper practices and shall advise the council of any requirement for a consequential amendment to these Financial Regulations.

- 18.2. The council may, by resolution of the council duly notified prior to the relevant meeting of council, suspend any part of these Financial Regulations provided that reasons for the suspension are recorded and that an assessment of the risks arising has been drawn up and presented in advance to all members of council.

Signed Original signed
 Chairman.

Date 17th May 2021

Employer Payment Record

Employer name: Easton on the Hill Parish Council

Employer PAYE Reference: 475/SA56400

Accounts Office Reference: 475PQ00175540

Tax year: 2020-21

The 'Grand total' row of the table below shows the overall liability for the tax year and this should agree with HMRC's view of the amount payable for the tax year. However, in some circumstances – where information is not submitted to HMRC on time – the employer payment record for a given tax month may not agree with the HM Revenue & Customs (HMRC) view of the amount payable for that tax month.

Examples of when this can happen:

- Where an Employer Payment Summary (EPS) for recoverable amounts that relate to tax month 1 is not submitted to HMRC until after the 19th in tax month 2, the employer payment record will show the recovery against tax month 1 although HMRC systems will show it as tax month 2
- Where the National Insurance Contributions (NICs) Employment Allowance is claimed after the end of tax month 1, the employer payment record will allocate the NICs Employment Allowance to month 1 and then later months, whereas HMRC systems will allocate it first to the month in which the claim was made, and then to later months.
- Where payroll entries for tax month 1 are amended in tax month 6, the employer payment record will reflect those amendments in the row for month 1 whereas HMRC's systems will reflect those changes in tax month 6.
- The liability arising from an Earlier Year Update (EYU) will never be shown on the employer payment record.

Please note: Additionally, there can be short-term differences between the liability shown here and that shown on the HMRC Business Tax Dashboard as HMRC does not update the Dashboard every day.

Period	Income Tax (inc. subcontractor deductions)	Net Income Tax	Student loan deductions	Postgraduate loan deductions	Gross employee National Insurance Contributions (NICs)	Gross employer National Insurance Contributions (NICs)	Employment Allowance used	Employment Allowance remaining	Employer NICs remaining after Employment Allowance used	Statutory Maternity Pay (SMP) recovered	NICs compensation on SMP
1	66.00	66.00	0.00	0.00	0.00	1.90	0.00	0.00	1.90	0.00	0.00
2	-36.80	-36.80	0.00	0.00	0.00	1.90	0.00	0.00	1.90	0.00	0.00
3	14.80	14.80	0.00	0.00	0.00	1.90	0.00	0.00	1.90	0.00	0.00
4	14.60	14.60	0.00	0.00	0.00	1.90	0.00	0.00	1.90	0.00	0.00
5	14.60	14.60	0.00	0.00	0.00	1.90	0.00	0.00	1.90	0.00	0.00
6	-32.20	-32.20	0.00	0.00	0.00	1.90	0.00	0.00	1.90	0.00	0.00
7	78.60	78.60	0.00	0.00	37.52	51.42	0.00	0.00	51.42	0.00	0.00
8	17.00	17.00	0.00	0.00	0.60	8.97	0.00	0.00	8.97	0.00	0.00
9	17.00	17.00	0.00	0.00	0.60	8.97	0.00	0.00	8.97	0.00	0.00
10	17.20	17.20	0.00	0.00	0.60	8.97	0.00	0.00	8.97	0.00	0.00
11	20.20	20.20	0.00	0.00	2.52	11.18	0.00	0.00	11.18	0.00	0.00
12	20.40	20.40	0.00	0.00	2.52	11.18	0.00	0.00	11.18	0.00	0.00
Grand total	211.40	211.40	0.00	0.00	44.36	112.09	0.00	0.00	112.09	0.00	0.00

EASTON ON THE HILL PARISH COUNCIL RISK ASSESSMENT 2021-22

A Risk Assessment is a systematic general examination of working conditions, workplace activities and environmental factors that will enable Easton on the Hill Parish Council to identify any and all potential inherent risks. Easton on the Hill Parish Council will take all practical and necessary steps to reduce or eliminate risks, in so far as is practically and reasonably possible. The document has been produced to enable Easton on the Hill Parish Council to assess the risks it faces and satisfy itself that it has taken adequate steps to minimise them.

Rating A= Satisfactory, Rating B=Review Proposed, Rating X = Unsatisfactory.

	Risks Identified	Management/Control	Rating	Review/Assess	Action By
Financial	Inadequate records Financial Irregularities	The Parish Council uses Financial Regulations which set out the requirements based on Model Regulations from NALC Appointment of NCALC Internal Audit Service	A	Existing procedure adequate. Reviewed April 2021	Clerk/Council
	Lack of commitment by Councillors to the budgetary process	Finance Committee meets to set proposed budget. Full Council receives detailed budget estimates. Precept determined on basis of the budget set. Expenditure against budget is reported at each full council meeting	A	Existing Procedure adequate	Clerk/Council and Finance Committee
	Failure to ensure that the annual precept results from an adequate budgetary process	Start consideration of budgetary process at least 3 months prior to submission date of Precept. Checks by Finance Committee and Clerk/RFO and councillors	A	Existing Procedure adequate	Clerk/Council
	Inadequate internal controls with regard to monitoring expenditure	Internal Control checks are carried out every month by a councillor who is not a bank signatory to ensure effective financial management by Clerk/RFO	A	Existing Procedure adequate	Clerk/ Councillor
	Reserves too High/Low	Practitioners Guide advises reserve balance must not exceed the Precept but should be sufficient to allow the council to operate if expected precept is not received	A	Existing Procedure adequate	Council
	Illegal Activity or Payments	All activity and payment within the powers of the Parish Council to be resolved at Council meetings, as per the Financial Regulations with	A	Existing Procedure adequate	Clerk/Council

		spot checks by independent checkers each month/quarter.			
	Fraud by Employees/Councillors	Ensure level of Fidelity Insurance is adequate and review annually Payments on line authorised by two councillors	A	Existing Procedure adequate	Clerk
Financial	Cash Handling	Cash may be received from allotments or other reasons. Cash to be paid into the current account, no petty cash irrespective of the amount.	A	Existing Procedure adequate	Clerk
	VAT-requirements of HRMC not met	VAT is reclaimed yearly as a minimum or as required	A	Existing Procedure adequate	Clerk
Business Continuity	Incapacity/Absence of Clerk/Resignation of Clerk	Designate a person to temporarily act as Clerk in an emergency. A Locum Service is available through the Society of Local Council Clerks A Councillor cannot receive remuneration for clerical duties Locum cost can be expensive	A		Clerk
	Loss or damage to Council records through theft/fire/damage Inability to access records	Minutes and Agendas are held on the Council Website, Paper copies held by Clerk until they are transferred to County Archives. Data is backed up on USB/external hard drive/Onedrive Copies of policies and other records are also on the website and can be downloaded.	A	Existing Procedure adequate	Clerk
	Security of Data (It Systems and Support)	Any confidential documents are securely destroyed. The Council Laptop is Password Protected and has MacAfee security protection.	A	Existing Procedure adequate	Clerk
	Failure to retain or secure the necessary number of members for the council	Clerk to maintain an up to date Councillor Attendance Register.	A	Existing Procedure adequate	Clerk
	Election Costs	The council maintains an election fund at around £1000/adequate level to meet any election costs, If this is insufficient at any point in time, the shortfall will be met from the general reserve.	A	Existing Procedure adequate	Clerk/Council

Legal	Freedom of Information	The Council has adopted the model scheme produced by the Office of the Information Commissioner. Assistance to be sought from Monitoring Officer or NCALC as required.	A	Action any FOI requests in accordance with policy.	Clerk
	Governing Policies not up to date	All Policies are reviewed annually or as required by the council and clerk	A	Existing Procedure adequate	Clerk/Council
Legal	Failure to ensure that all employees are paid in accordance with Council regulations and are adequately monitored. Failure to comply with Inland Revenue and HRMC regulations	A contract of Employment and Job Description is agreed for the Clerk. Clerk runs payroll using HRMC BASIC PAYE tools. Ensure employee regulations are available and understood by the clerk. No additional payment to the clerk without Council/Finance committee approval.	A	Existing Procedure adequate	Clerk/Council Internal Auditor
	Conflict of Interest Members Register of Interest	Councillors are required to declare where they have an interest in any item of business and this is recorded in the Minutes. Completed Register of Interests forms are submitted to the Monitoring Officer at ENC and periodically reviewed. Any Change in a Councillors Register of Interest must be declared. Code of Conduct has been adopted.	A	Existing Procedure adequate	Councillors
Governance & Management	Lack of knowledge of regulations and legislation	Ensure Code of Conduct, Standing Orders and Financial Regulations are in place and are reviewed annually. Highlight essential parts and provide training where relevant. Attend training courses. Membership of NCALC and SLCC	A	Existing Procedure adequate	Clerk/Councillors
	Action by the Parish Council outside its powers laid down by Parliament	Clerk to monitor relevant legislation and report to council. Advice sought from other bodies where required.	A	Existing Procedure adequate	Clerk
	Lack of commitment to regulations and procedures	Council and Clerk to review Council's meeting and operational procedures annually	A	Existing Procedure adequate	Clerk/Chairman/Council

	Notice of meeting	The meeting agenda is placed on Council Website and Notice Board. Councillors to receive summons electronically where possible	A	Existing Procedure adequate	Clerk
	Accurate and legal Minutes	Minutes are presented to next council meeting for approval. Minutes are produced for all meetings Draft minutes are posted on the website and notice board	A	Existing Procedure adequate	Clerk/Council
Governance & Management	Written Communication to third Parties	All formal written communication/emails should be directed through the clerk and may be signed by the Chairman or Vice Chairman when necessary. Communication standards policy in place.	A	Existing Procedure adequate	Clerk/Council
	Engagement by Members in the operation and activities of the Parish Council	Take every opportunity to publicise the role of the Parish Council through the website (and village Face Book page and other channels of communication via the administrators.) Public Open Forum Sessions are held at start of each Council meeting. Effective use of notice boards and Facebook. Use key issues to raise the profile of the Parish Council and to test parishioner's views. Councillor's details are available on the website.	A	The Parish Council Website has all Councillors details	Council
	Impact of Public Spending Cuts	All councillors to be made aware that priorities must be set on the basis of the financial capacity of the Parish Council to deliver. Attend training where appropriate	A	Existing Procedure adequate	Council
	Lack of engagement by Councillors and Residents on major items of public interest	Ensure publicity through village noticeboards, village face book page, leaflets and website plus village open events.	A	Existing Procedure adequate	Clerk/Council
	Lack of knowledge by Councillors on their role, responsibility and accountability.	All councillors to receive relevant councillor information upon becoming a member of the council. All councillors to receive a copy of the Good Councillors Guide. Councillors to attend relevant training	A	Existing Procedure adequate	Clerk/Council

	Inadequate insurance cover for members and Clerk	Review Risk Assessment by including on Agenda of Parish Council meeting at least annually. Ensure a Risk Assessment is carried out for all new assets and appropriate insurance cover implemented	A	New Risk Assessments required for the Defibrillator and VAS cameras – this will be looked at	Clerk/Council
	Failure to identify, value and maintain all assets of the Parish Council, and ensure that asset and investment registers are complete.	Record and maintain a record of all assets for which the Parish Council is responsible and include in the year end accounts. Arrange for annual review of valuations and arrange for professional valuation where appropriate.	A	Existing Procedure adequate	Clerk
Governance & Management	Adoption and implementation of appropriate Government legislation	Clerk to have appropriate legislation available. Review liabilities and responsibilities periodically at Parish Council meetings. Clerk to attend training and conferences and to read sector publications to keep up to date. Clerk to hold or work towards CiLCA qualification.	A	Existing Procedure adequate	Clerk
Assets and Property	Loss or damage to Assets Risk/damage third party	An Asset Register is maintained for asset control An annual review of any assets will be undertaken for insurance purposes Regular risk checks of Council property Independent check of equipment in the play area at the playing field and The Close, is instructed annually Repairs undertaken by competent contractor Public Liability insurance is in place	A	Existing Procedure adequate	Clerk/Council
	Poor maintenance of assets or amenities	All assets owned by the Parish Council are regularly reviewed and maintained. All repairs and relevant expenditure for any repair is actioned/authorised in accordance with the correct procedures of the Parish Council	A	Existing Procedure adequate	Clerk/Council
	Employment of Contractors	Ensure that all contractors hold sufficient public liability insurance and health and safety certificates.	A	Existing Procedure adequate	Clerk/Council
	Adequacy of Meeting locations Health and Safety	Parish Council meetings are held in Easton on the Hill Village Hall, which is a venue considered	A	Existing Procedure adequate	Clerk/Council

		<p>to have all the appropriate facilities for the Clerk, Councillors and the general public, including being Covid safe when necessary. Remote meetings via Zoom video conferencing can be used if necessary while regulations allow.</p>			
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Presented to Council on Monday 12th April 2021

Original signed by Chairman

Date

(Risk assessments of assets on the asset register)

Internal Audit Report

(to be read in conjunction with the Annual Internal Audit Report in the Annual Governance and Accountability Return)

Name of council:	Easton on the Hill Parish Council		
Name of Internal Auditor:	Claire Tilley	Date of report:	12 th May 2021
Year ending:	31 March 2021	Date audit carried out:	12 th May 2021

Internal audit is the periodic independent review of a council's internal controls resulting in an assurance report designed to improve the effectiveness and efficiency of the activities and operating procedures under the council's control. Managing the council's internal controls should be a day-to-day function of the council through its staff and management and not left for internal audit. It would be incorrect to view internal audit as the detailed inspection of all records and transactions of a council in order to detect error or fraud. This report is based on the evidence made available to me and consequently the report is limited to those matters set out below.

The council is required to take appropriate action on all matters raised in reports from internal and external audit and to respond to matters brought to its attention by internal and external audit. Failure to take appropriate action may lead to a qualified audit opinion.

To the Chairman of the Council:

I carried out a Zoom call with the Clerk, Jenny Rice on 12th May 2021. Before this I had audited documents available on the website. I subsequently had to request several documents and papers that Jenny readily supplied.

It is apparent from the minutes that despite the ongoing public health situation, the council have managed to continue with the development of a children's play area which will be of great benefit to the residents. They are fortunate to have an experienced and efficient Clerk/RFO to facilitate this.

After examining the minutes, policies, due process, governance, book-keeping, risk assessment and asset management, I am satisfied that the council has complied with all relevant objectives on the Internal Report, and as such am happy to sign it off.

Regarding the Internal Report, there are three 'not covered' areas, F, K and L that I give additional information about.

F- Petty cash has not be used and there are no plans to resume this.

K -The authority have not been exempt for several years, due to an income of over £25,000.

L- As this is the case, this objective regarding the Transparency Code does not apply, although it is good to see that all the information is published anyway.

I thank Jenny for her time and assistance during this audit period and wish the new council continued success

Yours sincerely,



Ms. Claire Tilley
Internal Auditor to the Council
01536 791893
claire@renaissancebusiness.co.uk

The figures submitted in the Annual Governance and Accountability Return are:

	Year ending 31 March 2020	Year ending 31 March 2021
1. Balances brought forward	27,018	3,254
2. Annual precept	25,000	32,835
3. Total other receipts	7,740	61,599
4. Staff costs	12,911	9,921
5. Loan interest/capital repayments	10,355	0
6. Total other payments	33,238	66,013
7. Balances carried forward	3,254	21,754
8. Total cash and investments	3,254	21,754
9. Total fixed assets and long-term assets	240,433	209,400
10. Total borrowings	0	0

The proper practices referred to in Accounts and Audit Regulations are set out in *Governance and Accountability for Smaller Authorities in England (2020)*. It is a guide to the accounting practices to be followed by local councils and it sets out the appropriate standard of financial reporting to be followed. A copy of the guide is available for free download from:

<https://www.northantscalc.com/uploads/practitioners-guide-2020-2.pdf>

Annual Internal Audit Report 2020/21

EASTON-ON-THE-HILL

ENTER PUBLIC ADDRESS <http://www.eastononthehill-pc.gov.uk/>

During the financial year ended 31 March 2021, this authority's internal auditor acting independently and on the basis of an assessment of risk, carried out a selective assessment of compliance with the relevant procedures and controls in operation and obtained appropriate evidence from the authority.

The internal audit for 2020/21 has been carried out in accordance with this authority's needs and planned coverage. On the basis of the findings in the areas examined, the internal audit conclusions are summarised in this table. Set out below are the objectives of internal control and alongside are the internal audit conclusions on whether, in all significant respects, the control objectives were being achieved throughout the financial year to a standard adequate to meet the needs of this authority.

Internal control objective	Yes	No*	Not covered**
A. Appropriate accounting records have been properly kept throughout the financial year.	✓		
B. This authority complied with its financial regulations, payments were supported by invoices, all expenditure was approved and VAT was appropriately accounted for.	✓		
C. This authority assessed the significant risks to achieving its objectives and reviewed the adequacy of arrangements to manage these.	✓		
D. The precept or rates requirement resulted from an adequate budgetary process; progress against the budget was regularly monitored; and reserves were appropriate.	✓		
E. Expected income was fully received, based on correct prices, properly recorded and promptly banked; and VAT was appropriately accounted for.	✓		
F. Petty cash payments were properly supported by receipts, all petty cash expenditure was approved and VAT appropriately accounted for.			✓
G. Salaries to employees and allowances to members were paid in accordance with this authority's approvals, and PAYE and NI requirements were properly applied.	✓		
H. Asset and investments registers were complete and accurate and properly maintained.	✓		
I. Periodic bank account reconciliations were properly carried out during the year.	✓		
J. Accounting statements prepared during the year were prepared on the correct accounting basis (receipts and payments or income and expenditure), agreed to the cash book, supported by an adequate audit trail from underlying records and where appropriate debtors and creditors were properly recorded.	✓		
K. If the authority certified itself as exempt from a limited assurance review in 2019/20, it met the exemption criteria and correctly declared itself exempt. (If the authority had a limited assurance review of its 2019/20 AGAR tick "not covered")			✓
L. If the authority has an annual turnover not exceeding £25,000, it publishes information on a website/webpage up to date at the time of the internal audit in accordance with the Transparency code for smaller authorities.			✓
M. The authority, during the previous year (2019-20) correctly provided for the period for the exercise of public rights as required by the Accounts and Audit Regulations (evidenced by the notice published on the website and/or authority approved minutes confirming the dates set).	✓		
N. The authority has complied with the publication requirements for 2019/20 AGAR (see AGAR Page 1 Guidance Notes).	✓		

O. (For local councils only)	Yes	No	Not applicable
Trust funds (including charitable) – The council met its responsibilities as a trustee.			

For any other risk areas identified by this authority adequate controls existed (list any other risk areas on separate sheets if needed).

Date(s) internal audit undertaken

12/05/2021 DD/MM/YYYY DD/MM/YYYY

Name of person who carried out the internal audit

ENTER NAME OF INTERNAL AUDITOR
CLAIRE TILLEY

Signature of person who carried out the internal audit

SIGNATURE REQUIRED

Date

12/05/2021

*If the response is 'no' please state the implications and action being taken to address any weakness in control identified (add separate sheets if needed).

**Note: If the response is 'not covered' please state when the most recent internal audit work was done in this area and when it is next planned; or, if coverage is not required, the annual internal audit report must explain why not (add separate sheets if needed).

Section 2 – Accounting Statements 2020/21 for

EASTON ON THE HILL PARISH COUNCIL

	Year ending		Notes and guidance
	31 March 2020 £	31 March 2021 £	
1. Balances brought forward	27018	3254	Total balances and reserves at the beginning of the year as recorded in the financial records. Value must agree to Box 7 of previous year.
2. (+) Precept or Rates and Levies	25000	32835	Total amount of precept (or for IDBs rates and levies) received or receivable in the year. Exclude any grants received.
3. (+) Total other receipts	7740	61599	Total income or receipts as recorded in the cashbook less the precept or rates/levies received (line 2). Include any grants received.
4. (-) Staff costs	12911	9921	Total expenditure or payments made to and on behalf of all employees. Include gross salaries and wages, employers NI contributions, employers pension contributions, gratuities and severance payments. no HO
5. (-) Loan interest/capital repayments	10355	0	Total expenditure or payments of capital and interest made during the year on the authority's borrowings (if any).
6. (-) All other payments	33238	66013	Total expenditure or payments as recorded in the cashbook less staff costs (line 4) and loan interest/capital repayments (line 5).
7. (=) Balances carried forward	3254	21754	Total balances and reserves at the end of the year. Must equal (1+2+3) - (4+5+6).
8. Total value of cash and short term investments	3254	21754	The sum of all current and deposit bank accounts, cash holdings and short term investments held as at 31 March – To agree with bank reconciliation.
9. Total fixed assets plus long term investments and assets	240,433	209400	The value of all the property the authority owns – it is made up of all its fixed assets and long term investments as at 31 March.
10. Total borrowings	0	0	The outstanding capital balance as at 31 March of all loans from third parties (including PWLB).
11. (For Local Councils Only) Disclosure note re Trust funds (including charitable)	Yes	No	The Council, as a body corporate, acts as sole trustee for and is responsible for managing Trust funds or assets.
		✓	N.B. The figures in the accounting statements above do not include any Trust transactions.

I certify that for the year ended 31 March 2021 the Accounting Statements in this Annual Governance and Accountability Return have been prepared on either a receipts and payments or income and expenditure basis following the guidance in Governance and Accountability for Smaller Authorities – a Practitioners' Guide to Proper Practices and present fairly the financial position of this authority.

Signed by Responsible Financial Officer before being presented to the authority for approval

Thive

5/4/21

Date

I confirm that these Accounting Statements were approved by this authority on this date:

as recorded in minute reference:

Signed by Chairman of the meeting where the Accounting Statements were approved

DATED

2021

EASTON ON THE HILL PARISH COUNCIL

and

[]

on behalf of EASTON ON THE HILL CRICKET CLUB

LEASE

Relating to premises known as

Easton on the Hill Cricket Club, Playing Field (Part of Easton Town Estate

WELLERS HEDLEYS SOLICITORS

Butler House

Guildford Road

Great Bookham

Surrey

KT23 4HB

Contents

Page No.

1.	Definitions	5
2.	The Demise	6
3.	The Permitted User	6
4.	Conditions of Use	6
5.	Regulations	7
6.	Tenant's Covenants.....	8
7.	The Landlord's Covenants.....	13
8.	Provisos	13
9.	Notices	14
	The First Schedule	16
	(Rights Granted)	16
	The Second Schedule.....	17
	(Rights Reserved).....	17
	The Third Schedule.....	18
	(Open Market Rent)	18
	Appendix 1	Error! Bookmark not defined.
	Plan 1	Error! Bookmark not defined.

PRESCRIBED CLAUSES

LR1. Date of Lease

LR2. Title number(s)

LR2.1 Landlord's title number(s)

NN373737

LR2.2 Other title numbers

LR3. Parties to this Lease

Landlord

EASTON ON THE HILL PARISH COUNCIL of

Tenant

Easton on the Hill Cricket Club

Other parties

None

LR4. Property

In the case of a conflict between this clause and the remainder of this Lease then, for the purposes of registration, this clause shall prevail.

See definition of "Demised Premises" in clause 1.1.3 of this Lease.

LR5. Prescribed statements etc.

LR5.1 Statements prescribed under rules 179 (dispositions in favour of a charity), 180 (dispositions by a charity) or 196 (Leases under the Leasehold Reform, Housing and Urban Development Act 1993) of the Land Registration Rules 2003.

None

LR5.2 This Lease is made under, or by reference to, provisions of:

None

LR6. Term for which the Property is Leased

The term as specified in this Lease at clause 1.1.8 in the definition of "the Term".

LR7. Premium	None
LR8. Prohibitions or restrictions on disposing of this Lease	This Lease contains a provision that prohibits or restricts dispositions.
LR9. Rights of acquisition etc.	<p>LR9.1 Tenant's contractual rights to renew this Lease, to acquire the reversion or another Lease of the Property, or to acquire an interest in other land</p> <p>None</p> <p>LR9.2 Tenant's covenant to (or offer to) surrender this Lease</p> <p>None</p> <p>LR9.3 Landlord's contractual rights to acquire this Lease</p> <p>None</p>
LR10. Restrictive covenants given in this Lease by the Landlord in respect of land other than the Property	None
LR11. Easements	<p>LR11.1 Easements granted by this Lease for the benefit of the Property</p> <p>The easements included in The First Schedule of this Lease.</p> <p>LR11.2 Easements granted or reserved by this Lease over the Property for the benefit of other property</p> <p>The easements included in The Second Schedule of this Lease.</p>
LR12. Estate rent charge burdening the Property	
LR13. Application for standard form of restriction	None
LR14. Declaration of trust where there is more than one person comprising the Tenant	

THIS LEASE is made the day of 2021

BETWEEN

(1) **THE LANDLORD** **EASTON ON THE HILL PARISH COUNCIL of**

(2) **THE TENANT** on behalf of **EASTON ON THE HILL CRICKET CLUB of**

AGREED TERMS

1. DEFINITIONS

1.1. In this Lease the following terms shall have the meanings specified in this Clause:

1.1.1. “the Landlord” shall where the context so admits include their successors in title;

1.1.2. “the Tenant” shall where the context so admits include their successors in title and where the Tenant comprises more than one person or body covenants by the Tenant shall be joint and several;

1.1.3. “the Demised Premises” means Land at Easton on the Hill Playing Field or thereabouts as identified on Plan 1 annexed and thereon edged red all additions, alterations and improvements thereto carried out during the Term but excluding any fixtures installed by the Tenant for the avoidance of doubt the Clubhouse does not form part of the Demised Premises as it is owned by the Tenant;

1.1.4. “the Boundary Road” means Ketton Drift and shown colored brown on the Plan.

1.1.5. “the Cricket Outfield” means the area edged green on the Plan.

1.1.6. “the Clubhouse” means the clubhouse currently located on the Demised Premises and such future clubhouse which may be placed on the Demised Premises from time to time;

1.1.7. “an Expert” means an independent surveyor:

1.1.7.1.who is a Member or Fellow of the Royal Institution of Chartered Surveyors;

1.1.7.2.with relevant experience in the subject matter of the dispute; and

1.1.7.3.appointed in accordance with clause 10;

- 1.1.8. “the President” means the president for the time being of the Royal Institution of Chartered Surveyors or a person acting on their behalf;
- 1.1.9. “the Plan” means the plan attached to this lease.
- 1.1.10. “the Insured Risks” means the risks of loss or damage by fire, lightning, explosion, aircraft, including articles dropped from aircraft, riot, civil commotion, malicious damage, earthquake, storm, tempest, flood, bursting and overflowing of water pipes, tanks and other apparatus, and impact by road vehicles and any other risks the Landlord acting reasonably from time to time by notice to the Tenant decides to insure against;
- 1.1.11. “the Term” means the period of Twenty Five (25) years and any period of holding over or extension or continuance thereof whether by statute or common law (subject to determination as hereinafter provided);
- 1.1.12. “the Review Date” means [] and every third year thereafter on the annual anniversary of that date;
- 1.1.13. the expression “The Town and Country Planning Act 1990” shall be deemed to include respectively any Act or Acts for the time being in force amending or replacing the same and any orders regulations or directions for the time being issued under or by virtue of the same or any Act or Acts thereby consolidated or any Act or Acts for the time being in force amending or replacing the same;
- 1.1.14. “the Rent Commencement Date” means the date of this Lease.
- 1.1.15. “the Wicket” means the area hatched black on the Plan.

2. THE DEMISE

The Landlord with full title guarantee hereby demises to the Tenant **ALL THAT** the Demised Premises **TOGETHER** with the rights described in The First Schedule **EXCEPT AND RESERVING** to the Landlord and all others entitled the rights as described in The Second Schedule **TO HOLD** the same unto the Tenant for the Term from the date of this Lease **YIELDING AND PAYING** therefore the yearly rent of a peppercorn (subject to review on the Review Date in accordance with clause 6.1.4 of this Lease) to be paid by one payment in advance on the 1st April in each year the first payment being made on the Rent Commencement Date and being a proportionate sum in respect of the period from the Rent Commencement Date to the following date for payment.

3. THE PERMITTED USER

- 3.1. Subject to the provisions of clause 4 the Demised Premises and Clubhouse must not be used for any purpose except as a recreation ground for the playing of cricket, a clubhouse and storage facilities ancillary to the use as a cricket club.
- 3.2. It is hereby agreed and declared between the parties hereto that the Landlord makes no representation and gives no warranty as to the permitted user of the Demised Premises and Clubhouse

4. CONDITIONS OF USE

- 4.1. Subject to the provisions of this Lease the Tenant nor any other person or body whatever shall be granted or obtain exclusive rights of use over the Demised Premises (except for the Wicket Area and Clubhouse) or any part thereof or items of equipment thereon other than at such times approved by the Landlord and the Tenant where exclusive use for a specified time is necessary for the proper use of a specific facility or for essential maintenance operations and at all other times access must be made available for the general public.
- 4.2. The Cricket Field shall may be used by members of the public at all times.
- 4.3. The Tenant may allow the Demised Premises (including the Wicket Area) and its facilities to be used by other sports groups.
- 4.4. The Tenant may not levy a charge for use by other sports groups but may seek to recover any expenses incurred.
- 4.5. Events, other than cricket matches and associated training are not permitted on the Cricket Field or surrounding area without prior written permission from the Landlord and subject to a minimum of 48 hours' notice.
- 4.6. The Tenant is not permitted to hold any auction sale on the Demised Premises or in associated buildings nor to use the same for any dangerous noxious noisy or offensive trade business occupation nor for any illegal or immoral purposes.
- 4.7. Not to reside in any of the buildings nor hold any event at a time that is in direct competition with any other function or event being held in the Village of Easton on the Hill
- 4.8. Not to impose any new regulation in connection with the use of the Cricket Field without the prior consent in writing of Easton on the Hill Parish Council
- 4.9. To pay the Landlord on demand and indemnify it against all costs charges and expenses incurred by the Landlord in abating any public or private nuisance on or arising from the use of the Cricket Field or buildings as a result of default of the Tenant.

5. REGULATIONS

The Tenant shall comply with the following regulations:

- 5.1. The Tenant shall appoint at least one member of the Cricket Club Committee to be a Parish Councilor ("the Cricket Club Committee").
- 5.2. The Cricket Club Committee should appoint a secretary and an auditor or treasurer and any other unpaid officers that it may consider necessary.
- 5.3. Each year the Cricket Club Committee shall hold an Annual General Meeting during the month of April and such meeting must be open to all residents of the village of Easton on the Hill over eighteen years of age and advertised twenty one days in advance by notices fixed in prominent places in the village.
- 5.4. The Chairman of the Cricket Club Committee shall deliver to the Landlord copies of its annual accounts relating solely to the Cricket Club including a complete statement of all receipts and payments in respect of the land and buildings during the preceding

year and a report setting out the condition of the Wicket Area, Cricket Field and any buildings surrounding the same and the manner in which the Cricket Field has been held during that year including lists of all the users of all the facilities.

- 5.5. The Cricket Club Committee may from time to time alter rules for the conduct of its business providing such changes are recorded in a minute book of its meetings and approval is obtained from the Landlord in writing.
- 5.6. If the Cricket Club Committee by a majority decides at any time that on the ground of expense or otherwise it is necessary or advisable to discontinue the use of the Demised Premises in whole or in part for the purposes previously indicated it shall call a meeting of the residents of Easton on the Hill of the age of eighteen years or over giving a minimum of twenty one days' notice (stating the terms of the resolution that will be proposed) and posted in conspicuous places within the village of Easton on the Hill. If such a decision should be confirmed by a majority of the residents present at such meeting the Cricket Club may sell or dispose of its property in such way as it reasonably thinks fit and any monies accrued (after payment of all debts and liabilities) shall be either held on trust or allocated to such other charitable purpose or object to benefit the residents of the village of Easton on the Hill
- 5.7. The Cricket Club Management Committee must have a Constitution for the Club.
- 5.8. No advertising or hoardings shall be permitted on the Cricket Field or associated buildings without the written consent of the Landlord.

6. TENANT'S COVENANTS

The Tenant hereby covenants with the Landlord as follows:

6.1. Rent

- 6.1.1. To pay the reserved rent on the day and in manner aforesaid.
- 6.1.2. Not to exercise or seek to exercise any right or claim to withhold rent or any right or claim to legal or equitable set off (except as authorised by this Lease).
- 6.1.3. The Rent shall be reviewed on each Review Date.
- 6.1.4. The Rent shall be reviewed on each Review Date to equal:
 - 6.1.4.1.the amount agreed between the Landlord and Tenant at any time (whether or not that amount is the Open Market Rent); or
 - 6.1.4.2.in the absence of such agreement, the greater of:
 - 6.1.4.2.1.the Rent payable immediately before the relevant Review Date; or
 - 6.1.4.2.2.the Open Market Rent agreed or determined pursuant to Clause 10 and The Third Schedule by the Landlord at its absolute discretion acting reasonably.

- 6.1.5. If the Landlord and Tenant have not agreed the revised Rent by the relevant Review Date, then either party may at any time refer the revised Rent for determination by the Expert in accordance with clause 10. The Expert can be appointed in accordance with the terms of this Lease irrespective of whether the Landlord and Tenant have tried to first reach an agreement on the revised Rent.

6.2. Outgoings

To pay on demand and to indemnify the Landlord against:

- 6.2.1. All rates, taxes, assessments, charges, impositions and outgoings which are now or at any time during the Term shall be charged, assessed or imposed upon the Demised Premises and Clubhouse (excluding any payable by the Landlord occasioned by receipt of the rent hereunder or by any disposition or dealing with this Lease) or in respect of any public utility or other service charge relating thereto (including without prejudice to the generality of this clause) gas, water and electricity charges and standing charges

6.3. Repair Cleansing and Decoration

- 6.3.1. The Tenant must repair the Premises (including the Building) and keep them in good condition and repair, except for damage caused by one or more of the Insured Risks save to the extent that the insurance money is irrecoverable due to any act or default of the Tenant or anyone at the Premises expressly or by implication with its authority.
- 6.3.2. To keep the Wicket Area in a good state of repair through proper maintenance of grass and other playing surfaces and to keep it free from weeds.
- 6.3.3. The Tenant shall not do or make any excavations or construction works other than works for the proper maintenance and upkeep of the Cricket Field and Wicket Area or as may be necessary for levelling and relaying a portion of the Cricket Field for a cricket pitch without the written consent of the Landlord.
- 6.3.4. Not without the Landlords previous written consent to cut down or injure any trees plants bushes or hedges or permanently remove any soil clay and or any other materials from the Demised Premises.
- 6.3.5. The Tenant must maintain and keep in good condition and repair those parts of the Demised Premises that are not built upon in a fit state for the Permitted Use.
- 6.3.6. The Tenant must replace any Landlord's fixtures and fittings on the Demised Premises that are beyond repair at any time during or at the end of the Term.
- 6.3.7. The Tenant must keep the Premises clean and tidy and clear of all rubbish.
- 6.3.8. The Tenant must not cause or permit the adjoining property of the Landlord to be obstructed or become untidy.

6.3.9. The Tenant must redecorate the outside and inside of the Building, as often as is necessary in the opinion of the Landlord in order to maintain a high standard of decorative finish and attractiveness and in the last year of the Term.

6.4. Waste and alterations

- 6.4.1. Not to do in or near the Demised Premises or Clubhouse any act or thing by reason of which the Landlord may under any statute incur have imposed upon it or become liable to pay any penalty damages compensation costs charges or expenses.
- 6.4.2. Not without the Landlord's prior written consent (such consent not to be unreasonably withheld) to make any improvements alterations or structural repairs to the Demised Premises or Clubhouse or to alter or modify the external appearance of the Demised Premises.
- 6.4.3. The Tenant shall obtain the consent and approval of the Landlord before any application is made for Planning or Building Regulation consent in respect of any proposed alteration and extension and shall provide to the Landlord such plans and information as the Landlord shall reasonably require in respect of such application.
- 6.4.4. The Tenant must not commit any waste, make any addition to the Premises, unite the Premises with any adjoining premises.
- 6.4.5. At the end of the Term, if so requested by the Landlord, the Tenant must remove any additional buildings, additions, alterations or improvements made to the Premises and must make good any part or parts of the Premises that may be damaged by their removal.
- 6.4.6. The Tenant must not make any connection with the Conduits except in accordance with plans and specifications approved by the Landlord and subject to consent to make the connection having previously been obtained from the competent authority, undertaker or supplier.

6.5. Access of Landlord and notice to repair

To permit the Landlord and their duly authorised agent with or without workmen and others at all times to enter upon the Demised Premises and Clubhouse and examine the condition thereof and after which the Landlord may serve upon the Tenant a notice in writing specifying any repairs necessary to be done and for which the Tenant is liable and require the Tenant forthwith to execute the same and if the Tenant shall not within thirty days after service of such notice proceed diligently with the execution of such repairs then to permit the Landlord to enter upon the Demised Premises and Clubhouse and execute such repairs and thereupon the cost shall be a debt due from the Tenant to the Landlord together with all expenses incurred by the Landlord in connection therewith.

6.6. Alienation

- 6.6.1. Subject to the provisions of clause 6.6.2, not to assign underlet or part with possession or grant to third parties any rights to occupy the whole or any part of the Demised Premises or Clubhouse.
- 6.6.2. The Tenant is permitted to share the Demised Premises with other cricket clubs and third parties subject to the Landlord's prior written consent but must not charge a fee for such use and not grant licences or letting agreements in respect of such use or create a relationship of landlord and tenant.
- 6.6.3. Without prior consent of the Landlord, the Tenant shall be permitted to assign the whole of the Demised Premises to other members of the Easton on the Hill Cricket Club.
- 6.6.4. With prior written consent (such consent not to be unreasonably withheld or delayed) of the Landlord, the Tenant shall be permitted to assign the whole of the Demised Premises to such entity which has been created as a bone fide attempt to incorporate the structure of Easton on the Hill Cricket Club to include but not limited a limited company by share or guarantee, limited liability partnership, community benefit society or charitable incorporated organization.

6.7. Landlord's Costs

- 6.7.1. To pay all costs charges and expenses (including solicitor's costs, bailiff's fees and surveyor's fees) incurred by the Landlord on a full indemnity basis of and incidental to or in contemplation of:
 - 6.7.1.1.the recovery or attempted recovery of payments due from the Tenant to the Landlord under the terms of this Lease;
 - 6.7.1.2.the preparation and service of a notice under Section 146 of the Law of Property Act 1925 and whether or not the notice is actually served or notwithstanding that forfeiture is avoided otherwise than by relief granted by the Court;
 - 6.7.1.3.the enforcement of the Tenant's covenants herein contained;
 - 6.7.1.4.the preparation and service of any Schedule of Dilapidations prepared on behalf of the Landlord on the Tenant and the Landlord's Surveyor's charges for compiling the same and supervising the work detailed therein.

6.8. User

- 6.8.1. Not at any time to use or permit or suffer to be used the Demised Premises or Clubhouse for any immoral or illegal purpose.
- 6.8.2. Not to use the Clubhouse other than facilities for the use of Easton on the Hill Cricket Club its members and guests or such other purposes as the Landlord may previously authorise in writing.

- 6.8.3. Subject to clause 6.8.4 the Boundary Path (shown colored brown on Plan 1 annexed), the Demised Premises and Clubhouse is to be available for use by all members of the public at all times.
- 6.8.4. The Cricket Ground shall be available for use by members of the public except during cricket matches and training sessions when it shall be used by the Cricket Club exclusively.
- 6.8.5. The Wicket area (edged green on Plan 1) shall not be available for use by the public at any time and shall be for the sole use of the members of the Cricket Club.

6.9. Statutory Notices

- 6.9.1. Within seven days of the receipt of any order or notice by any government department local or public authority to produce the same to the Landlord and without delay to take all reasonable steps to comply with such notice so far as it relates to the Demised Premises or Clubhouse or to join with the Landlord in making such representations in respect of such notice as the Landlord shall deem expedient.
- 6.9.2. Without prejudice to the generality of the above to comply in all respects with the provisions of any statutes and any other obligations imposed by law or by any bye- laws applicable to the Demised Premises and Clubhouse.

6.10. The Planning Acts

Not to do or omit or to permit or suffer to be done or omitted any act matter or thing in on or respecting the Demised Premises or the Clubhouse which shall contravene the provisions of the Town and Country Planning Act 1990 at all times hereafter to indemnified and keep indemnified the Landlord against all actions, proceedings, costs, expenses, claims and demands in respect of any such act matter or thing contravening the said provisions of the said Act as aforesaid.

6.11. Yielding Up

At the end of the Term (whenever and however the Term determines), to yield up the Demised Premises in substantial repair and condition and to remove any Tenant's fixtures and fittings (except for the buildings on the Demised Premises on the date hereof) if so requested by the Landlord.

6.12. Indemnities

- 6.12.1. To be responsible for and to keep the Landlord fully indemnified against all damages, losses, costs, expenses, actions, demands, proceedings, claims and liabilities made against or suffered or incurred by the Landlord arising directly or indirectly out of:

- 6.12.1.1.**any act omission or negligence of the Tenant or any persons at the Demised Premises expressly or impliedly with the Tenant's authority and under the Tenant's control;

6.12.1.2. any breach or non-observance by the Tenant of the covenants, conditions or other provisions of this Lease or any of the matters to which this demise is subject.

6.12.2. To give notice to the Landlord of any defect in the Demised Premises which might give rise to an obligation on the Landlord to do or refrain from doing any act or thing in order to comply with the provisions of this Lease or the duty of care imposed on the Landlord pursuant to the Defective Premises Act 1972 or otherwise and at all times to display and maintain all notices which the Landlord may from time to time reasonably require to be displayed at the Demised Premises.

6.13. Insurance

6.13.1. To keep the Demised Premises and the Clubhouse insured with reputable insurers approved by the Landlord (such approval not to be unreasonably withheld) against loss or damage by the Insured Risks and such other risks as the Landlord may from time to time reasonably require for an amount equivalent to its full reinstatement cost (including all professional fees).

6.13.2. To produce to the Landlord on demand a copy of the policy of insurance maintained by the Tenant and the receipt for the premium payable for it.

6.13.3. If the Demised Premises or Clubhouse or part of it is destroyed or damaged by any of the Insured Risks against which the Tenant is liable to insure forthwith to reinstate the Demised Premises or such part of it as may have been so damaged or destroyed.

6.13.4. If it is impossible or impractical to reinstate the Demised Premises in accordance with clause 6.13.3 any moneys received under the policy of insurance shall be divided between the Landlord and the Tenant according to the value of their respective interests in the Demised Premises (to be determined in the event of default by a single arbitrator to be appointed by the President for the time being of the Royal Institution of Chartered Surveyors).

7. THE LANDLORD'S COVENANTS

The Landlord hereby covenants with the Tenant as follows:

7.1. Quiet Enjoyment

The Tenant paying the rent hereby reserved and observing and performing the several covenants on their part hereinbefore contained shall peaceably hold and enjoy the Demised Premises during the Term without any interruption by the Landlord or by any person rightfully claiming under or in trust for him.

8. PROVISOS

It is hereby agreed and declared as follows:

- 8.1.** If and whenever during the Term the Tenant breaches any covenant or other term of this Lease the Landlord may at any time re-enter the Demised Premises, or any part of them in the name of the whole and thereupon the Term is to cease absolutely but without prejudice to any rights or remedies that may have accrued to the Landlord against the Tenant or to the Tenant against the Landlord in respect of any breach of covenant or other term of this Lease.
- 8.2.** The Tenant shall not be entitled to any right of light or air or otherwise which would in any way interfere with the use by the Landlord or any other person deriving title under it of its adjoining or adjacent land or building or for any other purpose and in particular (but without prejudice to the generality of the foregoing) the Tenant shall not be entitled to the benefit of any quasi-easement right or privilege now or formerly used or enjoyed by the Landlord over any adjoining or neighbouring property owned by it

9. NOTICES

Any Notice under this Lease shall be in writing and shall be duly served if sent by recorded delivery service or delivered by hand. Notices to be served on the Landlord should be served on the Clerk to the Parish Council at the office of the Parish Council and notices to be served on the Tenant are to be duly served if sent or delivered to the Registered Office of the Company

10. EXPERT DETERMINATION

- 10.1.** This clause 10 applies in relation to any matter that is to be referred to an Expert for determination pursuant to the rent review provisions in clause 6.1.4:
- 10.2.** The Landlord and Tenant shall agree on the appointment of an Expert and shall agree with the Expert the terms of their appointment.
- 10.3.** If the Landlord and Tenant are unable to agree on an Expert or the terms of their appointment within 20 working days of either party serving details of a suggested expert on the other, either party shall then be entitled to request the President to appoint an Expert and agree with the Expert the terms of appointment.
- 10.4.** The Expert shall be required to prepare a written decision including reasons and give notice (including a copy) of the decision to the parties within a maximum of 20 working days of the matter being referred to the Expert.
- 10.5.** If the Expert dies or becomes unwilling or incapable of acting, or does not deliver the decision within the time required by this clause, then:
- 10.5.1. either party may apply to the President to discharge the Expert and to appoint a replacement Expert with the required expertise; and
 - 10.5.2. this clause 10 shall apply to the new Expert as if they were the first Expert appointed.
- 10.6.** The parties are entitled to make submissions to the Expert including oral submissions and must provide (or procure that others provide) the Expert with such assistance and documents as the Expert reasonably requires for the purpose of reaching a decision.

- 10.7.** To the extent not provided for by this clause 10, the Expert may in their reasonable discretion determine such other procedures to assist with the conduct of the determination as they consider just or appropriate including (to the extent considered necessary) instructing professional advisers to assist them in reaching their determination.
- 10.8.** The Expert shall act as an expert and not as an arbitrator. The Expert shall determine the matter referred to the Expert under this Lease. The Expert may award interest as part of their decision. The Expert's written decision on the matters referred to them shall be final and binding on the parties in the absence of manifest error or fraud.
- 10.9.** The Tenant must bear all costs (for the avoidance of doubt this includes all costs incurred by the Landlord) in relation to the reference to the Expert.
- 10.10.** The Landlord and Tenant must bear the Expert's fees and any costs properly incurred by them in arriving at their determination (including any fees and costs of any advisers appointed by the Expert) equally or in such other proportions as the Expert shall direct.
- 10.11.** If either the Tenant or Landlord does not pay the Expert's fees and expenses within ten working days of demand by the Expert, then:
- 10.11.1. The other party may pay instead; and
- 10.11.2. the amount so paid shall be a debt of the party that should have paid and shall be due and payable on demand to the party that made the payment pursuant to clause 10.11.1.
- 10.12.** The Landlord and Tenant must act reasonably and co-operate to give effect to the provisions of this clause and otherwise do nothing to hinder or prevent the Expert from reaching their determination.

It witness of which the parties have executed this Deed the day and year first before written.

THE FIRST SCHEDULE

(RIGHTS GRANTED)

1. The free and uninterrupted passage of running water and soil gas and electricity from and to the Demised Premises through the sewers drains and watercourses cables pipes and wires which are now or may at any time during the Term be in under or passing through the Demised Premises.
2. The right of access and egress to the Demised Premises over the Landlord's adjoining property.
3. The right to use the Landlords adjoining property (including the car park) for its intended purpose.
4. The right to connect into, repair and renew and use the Adjoining Conduits and to enter the adjoining property of the Landlord for the purpose subject to the Tenant:
 - 4.1. causing as little damage and inconvenience as possible;
 - 4.2. making good any damage however caused to the satisfaction of the Landlord;
 - 4.3. giving to the Landlord not less than 48 hours' notice in writing (except in an emergency);
 - 4.4. in carrying out any works having regard to the use of the adjoining property of the Landlord as public open space;
 - 4.5. indemnifying the Landlord from and against all Losses arising from or in connection with the exercise of the rights granted by this paragraph 4.
5. A right of way of way at all times and for all purposes relating to the Permitted Use over the Boundary Road.

THE SECOND SCHEDULE

(RIGHTS RESERVED)

1. The free passage and running of water soil gas and electricity and other services by and through the sewers pipes wires and drains now in under or upon the Demised Premises.
2. All the rights of entry upon the Demised Premises referred to in clause 6.5 of this Lease.
3. The right to connect into, repair and renew and use the Conduits and to enter the Premises for the purpose subject to the Landlord:
 - 3.1. causing as little damage and inconvenience as possible and
 - 3.2. making good any damage however caused to the satisfaction of the Tenant
 - 3.3. giving to the Tenant not less than 48 hours' notice in writing (except in an emergency)
 - 3.4. indemnifying the Tenant from and against all Losses arising from or in connection with the exercise of the rights reserved by this paragraph 1.

THE THIRD SCHEDULE
(OPEN MARKET RENT)

1. Definitions

The following definitions apply in this Third Schedule:

- 1.1. **Assumptions:** the assumptions set out in paragraph 2 of this Third Schedule.
- 1.2. **Disregards:** the disregards set out in paragraph 3 of this Third Schedule.
- 1.3. **Hypothetical Lease:** the Lease described in paragraph 4 of this Third Schedule.
- 1.4. **Open Market Rent:** the annual rent (exclusive of VAT) at which the Demised Premises could reasonably be expected to be let:
 - 1.4.1. in the open market;
 - 1.4.2. at the relevant Review Date; and
 - 1.4.3. applying the Assumptions and Disregards.

2. Assumptions

- 2.1. The matters to be assumed are:
 - 2.1.1. the Demised Premises is available to let in the open market;
 - 2.1.2. on the terms of the Hypothetical Lease;
 - 2.1.3. by a willing landlord to a willing tenant;
 - 2.1.4. with vacant possession; and
 - 2.1.5. without a fine or a premium.
- 2.2. If the Demised Premises or any means of access to it serving the Demised Premises has been destroyed or damaged, it has been fully restored.
- 2.3. No work has been carried out on the Demised Premises that has diminished its rental value.
- 2.4. Any fixtures, fittings, machinery or equipment supplied to the Demised Premises by the Landlord that have been removed by or at the request of the Tenant, or any undertenant or their respective predecessors in title (otherwise than to comply with any law) remain at the Demised Premises.
- 2.5. The Demised Premises may lawfully be used and is in a physical state to enable it to be lawfully used, by the willing lessee for any purpose permitted by this Lease.
- 2.6. The Landlord and the Tenant have fully complied with their obligations in this Lease.

3. Disregards

- 3.1. The matters to be disregarded are:

- 3.1.1. Any effect on rent of the fact that the Tenant or any authorised undertenant has been in occupation of the Demised Premises.
- 3.1.2. Any goodwill attached to the Demised Premises by reason of any business carried out there by the Tenant or by any authorised undertenant or by any of their predecessors in business.
- 3.1.3. Any effect on rent attributable to any physical improvement to the Demised Premises carried out before or after the date of this Lease, by or at the expense of the Tenant or any authorised undertenant with all necessary consents, approvals and authorisations and not pursuant to an obligation to the Landlord (other than an obligation to comply with any law).
- 3.1.4. Any effect on the rent attributable to any alterations carried out by the tenant prior to the commencement of this Lease.

4. Hypothetical Lease

4.1. A Lease:

- 4.1.1. of the whole of the Demised Premises.
- 4.1.2. for a term equal to the unexpired residue of the Contractual Term at the relevant Review.
- 4.1.3. with rent review dates every three years from the relevant Review Date.
- 4.1.4. otherwise on the terms of this Lease (other than the amount of the Annual Rent, clause 6.1.4.2.2 and the Review Dates).

Executed as a Deed by

**EASTON ON THE HILL PARISH
COUNCIL**

acting by two Councillors

in the presence of the Clerk

Council Member

Council Member

Clerk

Executed as a Deed **BY EASTON ON**)
THE HILL CRICKET CLUB acting by [)
] , its Chairman)

in the presence of:)
)
)

.....

.....

Witness signature

Witness name

.....

Witness address

.....

.....

.....

Witness occupation

.....

Executed as a Deed by **EASTON ON**)
THE HILL CRICKET CLUB acting by)
its secretary)

in the presence of:)
)
)

.....

.....

Witness signature

Witness name

.....

Witness address

.....

.....

.....

Witness occupation

.....

Finance report for May 2021 meeting

	BUDGET	ACTUAL TO DATE	% of budget	APR 21
Payments (excluding VAT)				
Staff costs inc hmrc	£ 9,953.00	£ 850.84	8.55%	£ 850.84
Insurance	£ 1,021.00	£ -	0.00%	
Room Hire	£ 200.00	£ 6.66	3.33%	£ 6.66
Admin costs, station, post, miles. bank	£ 850.00	£ 21.01	2.47%	£ 21.01
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	£ 117.96	5.62%	£ 117.96
Solicitor		£ -	#DIV/0!	
Parks & Open Spaces, grit, bins, trees	£ 5,605.00	£ 627.07	11.19%	£ 627.07
Asset Maintenance	£ 1,225.00	£ -	0.00%	
Website & email	£ 600.00	£ -	0.00%	
PWLB		£ -	#DIV/0!	
s137 payments	£ 50.00	£ -	0.00%	
Other payments (not in budget)		£ -	#DIV/0!	
Total Payments	£23,728.00	£ 2,353.49	9.92%	£ 2,353.49
Regular	Cumulative			
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		£ -	#DIV/0!	
Other receipts (not in budget) donations/grants		£ -	#DIV/0!	
email a/c credit		£ -	#DIV/0!	
Total Receipts	£34,288.00	£34,229.40	99.83%	£34,229.40
Reserves/projects	Opening Balance	Spent		APR
General reserves	£ 3,000.00			
LGR/Tgn	£ 500.00			

Election	£ 300.00			
Notice board/Sol	£ 1,000.00			
Playing field	£ 5,500.00			£ 3,731.27
Total other payments	£10,300.00		Fence, Hinch final, skip	£ 3,731.27
Other receipts/payments				
Path, grant, benches				
Grant gym equip				
Grant/CTP received				£ 750.00
Augean grant				
Donations PF				£ 290.00
		£ -	#DIV/0!	£ 1,040.00

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

held on 29th APRIL 2021 at 7.30pm

Due to the continuation of covid-19, councils are permitted to meet remotely to conduct their business. This meeting was held by zoom and members of the public were invited to “attend” by using the details on the agenda and website.

**Present: Councillors K Dow (Chairman), D Sharpe, S Woodman, P Bates
And non-Councillor members; J Boulton, K Cox, D Davenport
Clerk: J Rice**

PFC/1	APOLOGIES FOR ABSENCE
	To receive and note apologies received and if accepted by the Clerk. The Clerk received and accepted apologies from Cllr Nicol (at another meeting), C Hamilton (appt) and L Hallam (working).
PFC/2	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 made.
PFC/3	PUBLIC TIME. Arrangements will be made for the public to join the meeting remotely or join by telephone call if they wish using the Zoom link on the website. A maximum of 15 minutes will be permitted for members of the public to address the meeting remotely on any item on the agenda. If necessary, Chairman to remind the public of the Public Speaking at Council and Committee Meetings Policy. There were no members of the public present.
PFC/4	To receive and agree as correct the minutes of the meetings on 16th March 2021, previously circulated. Motion: To accept the minutes and review actions. The minutes of the last meeting were accepted and will be signed in due course. Action Clerk
PFC/5	To note Parish Council (PC) decision and progress for Macca Sports activity club and Wittering Football Club use of the Playing Field. Motion: To note. Members noted the decision of the PC to trial a season of football club hiring of the playing field and the drawing up of an agreement will be done. It was further noted that it was agreed that Macca Sports will run their sports camps in the May half-term and possibly more in school holidays. It was confirmed that the issuing of an agreement does not need a resident consultation/business case. A concern was raised about the amount of space being used and therefore consequently reduced availability for villagers, although it was pointed out that it was only for a short period of time. It was further noted that Sam Cherry had mentioned there may be grants from the Football Foundation for clubs regularly training at venues.
PFC/6	To review progress since the last meeting on Phase 1; grant payments (one outstanding of £1682.83 to claim on completion), car park, schedule of works, fence agreed - with an update report from the play equipment/project management group. Motion: To agree any further actions as necessary It was confirmed that equipment installation work is starting on Tuesday 4 th May and fencing work by Cllr Woodman and K Cox is also starting that week and a risk assessment has been completed. The Clerk said that she needed photos of the finished site for the last grant claim/completion report and will submit this when it is all done. Cllr Woodman stated that Ketton Cement were grateful for the thank you letter sent from the Clerk for the free bags of cement given to the project. Action Clerk/Cllr Woodman/K Cox

PFC/7	<p>To receive an update on grant applications and consequent Augean deferred application and any others. Motion: to agree priorities and future application(s).</p> <p>It was confirmed that £750 had been received from the Maud Elkington Charitable Trust and a thank you letter will be sent. Further grant opportunities have been circulated and will be resent with ideas of suitable ones. It was thought that some banks, including Metro, offer match-funding if more fundraising is done and might be worth exploring in the future. It had been mentioned at the recent Annual Parish Meeting that many local groups apply to the same sources for funding and this could maybe be combined. The deferred application will be revisited with Grantscape as per the priorities/order previously agreed, zip wire, inclusive roundabout and gym equipment, possibly woodland area, depending on advice from Grantscape. Action Fundraising Group/Clerk</p>
PFC/8	<p>To discuss and agree provision of more litter bins and “dogs not allowed” and Play Area responsibilities etc sign(s) for the play park. Motion: to agree signage and bins order subject to council approval.</p> <p>It was agreed that costs for one large, free-standing bin will be looked into, including costs for NNC to empty. Action Clerk</p> <p>It was further agreed to buy 2 new signs for the play area, similar wording to Woodnewton PC, circulated, with minor changes to be made as agreed. A bigger board with site address, sponsor, etiquette etc will be done for the main entrance at a later date. Action Clerk</p>
PFC/9	<p>To receive an update from the fundraising group, latest amounts summary circulated. Motion: To agree any further actions for fundraising.</p> <p>It was agreed that Messenger and the Horticultural Society will be re-approached for a donation and other avenues explored as circulated. Action D Davenport/fundraising group</p>
PFC/10	<p>To discuss the Open Day and note permission to use the Playing Field agreed by full council. Motion: To agree a plan of action.</p> <p>It was noted that the PC had given permission for an Open Day to go ahead. The date is proposed as 3rd July and some ideas for giant games/races/food/cricket club facilities were discussed. It was suggested it needs a working party to organise it and this was agreed as K Cox, D Davenport, Cllr Woodman and L Hallam. Action working party to meet asap</p>
PFC/11	<p>To agree the date and time and check preferences for possible change in format (to face to face) of the next meeting. This was agreed as 3rd June 2021 at 8pm at the village hall, subject to Covid regulations.</p>

Minutes of Teams Meeting: Friday 9th April, 2021

Chairman: Anne Burnett

Admin: Jo Williams

Teams Host: Sarah Rodger

Present:

Committee Representatives: PS Leigh Goodwin (Northamptonshire Police), Sarah Barnwell (NCC Highways)

Parish Representatives:

David Fuller (OTC) Val Chesser (OTC), Geoff Shacklock (ENDC) Fiona Cowan (Collyweston), Sarah Rodgers (Nassington & Warmington), Heather Hanlon (Barnwell), Jo Williams (Apethorpe), Chris Jackson (Kings Cliffe), Shenagh Hackett (Duddington & Fineshade), Sandy Parsons (Duddington), Daphne Sharpe (Easton on the Hill), Paul Blackmore (Woodnewton), Brian Gretton (Deene & Deenethorpe), Paul Brooker (Cotterstock)

Apologies;

Annabel De Capell Brooke

1. Review of Actions outstanding from Q1/2021:

1.1 Fineshape & Wigsthorpe Parking Restrictions: The request for parking restrictions is in process for consideration.

Action: Sarah Barnwell

3.3 Data strips

Parish Representatives are waiting for these to be deployed in Collyweston and Kings Cliffe.

Action: PS Goodwin will progress in summer when speeding issues are more frequent.

3.6 Community Speed Van

PS Goodwin informed us of a Bedfordshire Police initiative where a 'community speed van' is deployed to monitor local traffic problems. Could this approach be used in Northamptonshire?

Awaiting information from PS Goodwin. Jo to disseminate.

PS Goodwin was asked about Speed Watch classes being offered online to train participants in the northern end of the county.

Action: Lockdown has halted the Speed Watch programme. PS Goodwin will investigate when the programme resumes.

2.0 Police Summary

2.1 PS Goodwin reported the following;

Awaiting summary info:

2.2 Paul Booker (Cotterstock) asked if there was any data available on the effectiveness of VAS. In view of the significant investment needed to install and buy the equipment, is there evidence to suggest that they work? PS Goodwin said that she would see if data was available. Here is a link for parishes to apply for road safety funding:

<https://www.northantspfcc.org.uk/public-funding/grants/road-safety-community-fund/>

2.3 Jo Williams (Apethorpe) asked if the police could take action on drone activity. PS Goodwin said that nothing could be done unless the usage could be related to instances of anti-social behaviour and that drones are covered by Civil Aviation regulations.

2.4 Shenagh Hackett (Fineshade) asked for assistance with continuing instances of parking obstruction. The problem is particularly difficult around lunch time on Sundays. She requested police assistance.

2.4 Brian Gretton (Deenthorpe) Informed PS Goodwin that the organisers of the annual Illusive Outdoor Music Festival (3rd-9th August, 2021) at Deene Park was proposing to increase attendance from 5k to 8k. The village is objecting to the proposal. PS Goodwin was aware of the situation and the Police are planning to object.

2.5 David Fuller raised the matter of online thieves targeting Town and Parish Councils. Invoices are being sent by email to Councils from conmen posing as suppliers. It all seems very plausible and we are asked to be alert to this latest scam. Several JAG members had received similar bogus invoices.

2.6 Sarah Rodger reported that there had been numerous instances of crime in Warmington and requested an increased Police presence. PS Goodwin said she needed cases to be reported before this could happen.

2.7 PS Goodwin is aware that staffing levels in the North of the area are unsatisfactory and is on the case. The Chair asked for reports of 101 usage and the majority of comments were very complimentary.

3.0 Progress review of Locally Identified Priorities for Q1 2021

Parish	Issue/ Location	Owner	Status
Fineshade	Vehicles are using Staff Car Park at Fineshade at night. The Forestry Commission has refused to lock the gates. There are concerns about what is going on.	PS Goodwin	Four inconsiderate parking notices have been issued, otherwise nothing untoward was found.
Barnwell	There are frequent instances of drug dealing (behind the village hall). This is happening in the day time and at night.	PS Goodwin	The Issue appears to have been resolved.

4.0 Locally Identified Priorities for Q2 2021

PS Goodwin recommended continuing to maintain focus on traffic related issue. The following items awaiting input from PS Goodwin

Parish	Issue/ Location	Owner	Status
Deene & Deenethorpe	Frequent accidents on the A43 caused by speeding The section of the A43 that runs from Weldon to the Duddington Roundabout and specifically, the	PS Goodwin	PS Goodwin to discuss with Cllr. Brian Gretton.

Joint Action Group – East Northamptonshire - North

	first junction at Deenethorpe as you come from Weldon		
Benefield Sue Cook Clerk	Speeding A427 Approach to Upper Benefield from Weldon	PS Goodwin	
Benefield	Speeding A47 Approach to Lower Benefield from Oundle		
Nassington Sarah Rodgers Clerk	Speeding Apethorpe Rd.		Speed monitoring did take place in Nassington but no information was recorded by the PCSO.
Nassington	Speeding Fotheringhay Rd.		
Warmington Sarah Rodgers Clerk	Speeding Church St.		
Warmington	Speeding Broadgate Way		
Warmington	Speeding Buntings Lane		
Collyweston Fiona Cowan. Cllr.	Speeding A43 to the south of the village, between the Cemetery and the roundabout at Duddington		Data strips will be installed
Collyweston	Speeding The A43 from Duddington to the A1 at Wothorpe		
Collyweston	Speeding A43 to the north of the village, between the speed limit sign, past Messenger Construction entrance, to the blind bend (PE9 3PQ)		
Collyweston	Speeding The Drove, which connects the A43 due east by the Collyweston Slater, to the A47 near the Kings Cliffe junction (PE9 3PT)		
Collyweston	Speeding High Street, which enters the Conservation Area from the A43, due west, opposite the Collyweston Slater (PE9 3PW)		

<p>Apethorpe Jo Williams Clerk</p>	<p>Speeding Kings Cliffe Rd. speeding cars at entrance to, and on exit from, the village</p>		
<p>Lilford cum Wigsthorpe, Thorpe Achurch Parish Council Nicki Phillips Clerk</p>	<p>Speeding traffic on the B662 coming from the direction of Clopton. Cars and motorcycles travelling at speed and not being visible to traffic turning into and out of Wigsthorpe due to being masked by the old railway bridge</p>		
<p>Lilford cum Wigsthorpe, Thorpe Achurch Parish Council</p>	<p>ASB Driving Thorpe on the Lilford Road. When there's a problem on the A605 traffic from Thrapston turns off the road at the pub and ends up at this point. When the school bus is there cars cut across grass verges where the children are walking to get the bus.</p>		
<p>Lilford cum Wigsthorpe, Thorpe Achurch Parish Council</p>	<p>ASB Driving Cars turn off at the Lilford roundabout and take the road through Achurch then speed down the hill into Thorpe. Because it is single track drivers get frustrated as they have to wait for vehicles coming from the opposite direction then swerve and speed around the bus on the verges to get by. Quite often there will be queues of traffic and vehicles often overtake the bus by driving on the verges. Residents have observed a couple of near misses with the school children.</p>		

5.0 Open Parish Discussion

5.1 Traffic Management Plan

At the last meeting ENDC Councillor Jake Vowles promoted the need for a strategic traffic management plan This idea was raised again by Paul Brooker (Cottersock). After a brief discussion it was again stated that the nature of such an initiative would fall within the remit of the North Northamptonshire Unitary and members were encouraged by Geoff Shacklock (Barnwell) to lobby Councillors once elected at the May local elections.

5.2 Community Bus Service

Val Chesser raised the issue of community bus routes. East Northamptonshire was badly effected when NCC withdrew funding for the Call Connect Bus Service, this left rural parishes dependant on private transport. Various local and national campaigns are underway.

Action: Jo will contact Emma Baker Clerk Oundle TC to investigate the status locally.

Next Meeting:

Proposed date Wednesday 9th July 2021 – 1:30pm.

Minutes of the Planning Committee meeting of Easton on the Hill Parish Council

on Tuesday 27th April 2021 at 7.00pm by Zoom video conferencing, details of which were on the agenda and website

Present: Cllr A O'Grady (Chairman), Cllr E Hanson, Cllr J Rawlinson, Cllr D Sharpe

Clerk: J Rice

Members of the public: 2

PC/70	APOLOGIES FOR ABSENCE
	To receive and note apologies and if accepted by the Clerk. There were no apologies, all Councillors were present.
PC/71	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.
PC/72	PUBLIC TIME. Arrangements were made for the public to join the meeting remotely or join by telephone call if they wish using the Zoom link on the website. A maximum of 15 minutes was permitted for members of the public to address the meeting remotely on any item on the agenda. The members of the public said they were moving to the village at 26 High St shortly and had discovered urgent work that needed doing on the roof. They explained that they were submitting a planning application to make good their roof in Collyweston slate at the front and blue slate at the rear (where it cannot be seen) for cost effectiveness in the main. They were thanked for coming to the meeting and explaining the situation for when the planning application is on a future agenda. It was also explained to them that the Councillors cannot recommend or advise on an application and actually there will be a new Planning Committee for the next meeting due to resignations and the election. The members of public explained they realised the importance of preserving the conservation area features and will do what is necessary – they have also looked into stocks of Collyweston slate and also at artificial Collyweston slate and spoken to the local authority Planning Department. They also asked about a huge Bay tree at the front of the property and were told to contact the Conservation Officer and/or Tree Officer and send pictures of the size and the damage it was creating.
PC/73	TO RECEIVE AND AGREE AS CORRECT THE MINUTES OF THE LAST MEETING on 23rd March 2021 The minutes were agreed as a true record and will be signed in due course. Action Clerk/Chairman
PC/74	TO DISCUSS AND AGREE PARISH COUNCIL RESPONSE TO THE FOLLOWING NEW PLANNING APPLICATIONS: a) NE/21/00583/FUL Change of use from verge to be included in domestic curtilage at 10 The Nook, deadline 14/5/21. This was discussed and it was decided to submit a response saying that the Parish Council would like to see the area kept as a green verge, notwithstanding any changes in ownership. They have not come across this type of application and assumed there was no change in ownership of land and rather that it was about classification of the land and therefore agree to it being kept as a green verge. Action Clerk to send response
PC/75	PLANNING APPLICATION AWAITING DECISIONS OR DECISIONS MADE WERE NOTED AS FOLLOWS: b) 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 27/4/21 c) 21/00214/FUL removal of rear conservatory, proposed rear single storey extension, replacement doors and windows to front elevation at 33 West St. Permitted 19/4/21 d) 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. Response sent, awaiting decision. e) 21/00207/TCA remove Hawthorne, reduce canopy of Holly and Leylandii at 56 High St, deadline 13/3/21. Permitted 19/4/21 f) 20/01251/FUL erect a converted shipping container as a temporary structure to provide additional classroom space for nursery children at The Little Lane Nursery. No objections/support sent. Permitted

	g) 20/01678/FUL alterations and extensions to bungalow including addition of first floor at 4 The Lane, deadline 4/2/21. Awaiting decision.
PC/76	TO NOTE HOUSING NEEDS SURVEY TO BE DEFERRED TO NEW COUNCIL/JUNE. It was agreed that the Parish Council had decided the survey should be done independently. The Clerk said they seemed very keen to work with the Parish Council but will express again their need to act independently. Action Clerk
PC/77	TO NOTE NEW PLANNING NORTH NORTHANTS COUNCIL PLANNING DEPT CONTACT DETAILS. These were received and noted. The planning process is the same as before with planning applications going to East Northants.
PC/78	TO AGREE DATE OF NEXT MEETING. (NEW COUNCILLORS ON COMMITTEE FROM 17/5/21) The next meeting was agreed as Wednesday 26/5/21. The Clerk will request an extension to the deadline until after this date of 2 new applications received. Action Clerk

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

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