

## **EMAILS FOR NOVEMBER MEETING**

Tim

Good morning.

I thought bearing in mind the changing circumstances we are all facing another update for you and the team would be in order.

As you were aware we had limited the use of Easton House to essential employees since the end of September. As we now enter the lockdown we will have even fewer attending site but do need a small team of 5 employees to manage our exams which start on Monday 9<sup>th</sup> November, the Government guidance has been that education and exams should continue and as a regulated examination body we need to fulfil our commitment to our students. To do this we do need a small team running the operation from the centre. I just wanted to make you all aware in case you have any concerns expressed from residents of the village.

We are still planning to offer flu jabs to our employees from Easton House on 23<sup>rd</sup> of November subject to confirmation from BUPA that they will provide this service as previously agreed. Government guidance is that travel is permitted for medical/healthcare. This will mean there are a larger number of employees visiting Easton House that day but they will only attend for their inoculation and then go home, I am sure that the traffic movements will be noticeable so again wanted to highlight this to you.

If you have any queries please contact me, we have had a few security issues around the building so will maintain a facilities presence on site throughout the week.

I hope you all keep well and look forward to being actually able to meet you again, face to face, in Easton House in the near future!

### **CRICKET CLUB LEASE**

Dear Jenny,

Thank you for your email. I am pleased that the Parish Council is now able to move forward with this matter.

With regard to the lease of the land to the cricket club, we would be happy to undertake a full review the existing lease agreement and provide our written advice and recommendations for a fixed fee of £695 plus VAT and disbursements. The Parish Council would then need to make any amendments to the lease or provide a separate instruction for us to do so. In practice, this can often end up being a more costly and time consuming approach for the Parish Council.

As an alternative we would be happy to take your full instructions and draft a lease agreement from scratch. Our fixed fee charge for doing so would be £925 plus VAT and disbursements.

If the Parish Council is choosing to grant a lease of the land to the cricket club it is granting exclusive possession of the site and the lease agreement will need to include appropriate provision for maintenance, upkeep and insurance of the land. The Council will also need to decide whether it wishes to grant the Cricket Club security of tenure which would mean the Cricket Club has a right to automatic renewal of the lease at the end of the term, or whether it wishes to contract out of the

provisions of the 1954 Act. If the Parish Council wishes to reserve rights for third parties to access the land at certain times, then we can draft the lease to permit this.

I am happy to discuss the Council's specific requirements further by telephone if this would be of assistance. I look forward to hearing from you.

Please note that I am on leave next week but will be happy to assist upon my return.

Kind regards,

Dear Mrs Rice

### **Application for a Development Consent Order at East Northants Resource Management Facility**

Augean is currently preparing an application for a Development Consent Order (DCO) for an extension in the area and life of the East Northants Resource Management Facility (ENRMF) in Northamptonshire. The proposed development comprises the construction of new landfill void to the west of the currently consented hazardous waste and low level radioactive waste landfill area (the western extension) and the alteration of the restoration profile and the timescale for completion of the existing landfill site in order to integrate the final landscape of the existing site with the proposed western extension. The application includes an increase in the consented throughput of waste to the waste treatment and recovery facility and an increase in the total input rate to the site. In order to construct the proposed void for the western extension it will be necessary to win and work minerals including the extraction of soils, overburden and clay. The soils and some clay will be retained on site for use in site restoration and the construction of the low permeability engineered liner and capping layers. The remaining materials will be exported off site for use elsewhere. The application includes the alteration of the operational period of the current site activities and the western extension to approximately 2046.

The proposals at ENRMF are classified as a Nationally Significant Infrastructure Project (NSIP) under the Planning Act 2008 and consent must be granted by the Secretary of State in the form of a DCO. Augean therefore will submit the DCO application to the Planning Inspectorate (PINS) rather than to Northamptonshire County Council or the emerging North Northamptonshire Council. PINS is an impartial public body whose role is to consider all important and relevant matters and advise the Secretary of State whether consent should be granted for nationally significant infrastructure projects.

Augean is now progressing with the formal pre-application statutory consultation for the project as required by Section 42 and Section 47 of the Planning Act 2008. A public information leaflet is attached which sets out an overview of the proposals together with information about how the local community can access the proposal documentation as well as an online explanatory exhibition and participate in other events. Details of how anyone who has no access to digital technology can request a hard copy exhibition pack are included in the leaflet. The Statement of Community Consultation which gives full details about Augean's approach to the consultation is also attached.

The application for the proposed development requires that it is supported by a suite of Environmental Impact Assessments therefore for the purposes of this pre-application consultation a Preliminary Environmental Information Report (PEIR) has been prepared which sets out the details of the current site and the surrounding environment, describes the proposed development and includes the technical studies that have been undertaken to date to assess the potential environmental impacts associated with the proposed development.

Due to the size of the PEIR, the report and associated figures and documents have been uploaded to a website for ease of access and can be viewed or downloaded at [www.augeanplc.com/enrmf-planning/](http://www.augeanplc.com/enrmf-planning/) The documents will be available on line from 26 October 2020. Any requests for materials in formats appropriate to the needs of people with accessibility issues, disabilities or in other languages will be considered; please telephone our helpline 01904 654989.

The consultation will provide an important opportunity for the local community to engage and help inform the proposed development before the application is submitted. Responses to the consultation will be taken into account before finalising the proposals and submitting an application for a DCO.

We welcome your responses to our proposals and would be grateful if you would submit any comments you may have on the proposed development to [ENRMF@augeanconsultation.co.uk](mailto:ENRMF@augeanconsultation.co.uk) or by post to **ENRMF Project Office, 52 The Tannery Lawrence Street, York. YO10 3WH**. If you are unable to use any other method of communication, we will accept verbal comments so please ring our **Telephone Helpline 01904 654989**. All responses should be received by **on the end of 14 December 2020**.

An analysis of the responses we receive will be included in a Consultation Report that will accompany the application for the DCO. We will report back to the local community to let you know how we have responded to the comments we have received during the consultation process when we submit the application. Augean anticipates that the application will be submitted in Spring 2021.

Once the application is submitted, PINS will first decide, on behalf of the Secretary of State, whether to accept the application. If accepted, PINS will appoint an independent examiner or panel of examiners (referred to as the Examining Authority) who carry out a six-month examination with hearings and consider any representations made by interested parties. Following the examination, the Examining Authority will make a recommendation to the Secretary of State who will then decide whether a DCO should be made.

Further information regarding the DCO application process can be found on the National Infrastructure Planning website at:

<https://infrastructure.planninginspectorate.gov.uk/application-process/the-process/>

or by telephone on 0303 444 5000.

The Planning Inspectorate have a dedicated project page available on their website for ENRMF which will be updated throughout the project:

<https://infrastructure.planninginspectorate.gov.uk/projects/east-midlands/east-northants-resource-management-facility-western-extension/>

Please do not hesitate to contact us if you have any difficulties accessing the documents or if you have any queries.

	BUDGET	ACTUAL TO DATE	% of budget
Payments (excluding VAT)			
Staff costs inc hmrc	£ 9,520.00	£ 6,592.24	69.25%
Insurance	£ 1,550.00	£ 893.32	57.63%
Room Hire	£ 200.00	£ 56.28	28.14%
Admin costs, station, post, miles	£ 500.00	£ 198.32	39.66%
Subscriptions	£ 665.00	£ 660.85	99.38%
Training/conference	£ 1,250.00	£ 1,108.00	88.64%
Audit	£ 420.00	£ 522.00	124.29%
Street Lighting	£ 2,300.00	£ 1,108.86	48.21%
Solicitor		£ -	#DIV/0!
Parks & Open Spaces, grit, bins	£ 5,610.00	£ 3,784.67	67.46%
Asset Maintenance	£ 1,225.00	£ 350.77	28.63%
Website & email	£ 585.00	£ 109.00	18.63%
PWLB	£ -	£ -	#DIV/0!
s137 payments	£ 50.00	£ -	0.00%
Other payments (not in budget)	£ -	£ 96.00	#DIV/0!
<b>Total Payments</b>	<b>£23,875.00</b>	<b>£15,480.31</b>	<b>64.84%</b>
	Cumulative		
Receipts (excluding VAT)			
Precept - ENC	£32,835.00	£32,835.00	100.00%
Allotment Rent	£ 140.00	£ 122.50	87.50%
Interest	£ 25.00	£ -	0.00%
Donations		£ 250.00	#DIV/0!
Other receipts (not in budget)	£ -	£13,087.18	#DIV/0!
email a/c credit		£ 12.50	#DIV/0!
<b>Total Receipts</b>	<b>£33,000.00</b>	<b>£46,307.18</b>	<b>140.32%</b>
Reserves/projects	Opening Balance	Closing Balance	
General reserves	£ 3,000.00	£ -	0.00%
Election	£ 1,000.00	£ -	0.00%
Village plan	£ 150.00	£ -	0.00%
PF imp project	£ 2,000.00	£ -	0.00%

## Comments

- Highlighted items are low payments against budget this year, especially street lighting, asset maintenance (more done by volunteers?), room hire, insurance, parks
- Other receipts refer to the grants received
- Bank balance end of Oct £18369.02
- Payments Nov-Mar estimate £5500
- Also depends upon plus CTP £3k to be paid by PC – could be recouped by end of year
- £1500 additional CTP already recouped
- Additional expenditure includes tree survey and works £1500? Plus?

**Total expenditure £10k leaving £8k balance (plus vat to be reclaimed.)**

# **Easton** on the**Hill** Parish Council

## **COMMUNICATION POLICY AND CUSTOMER SERVICES STANDARDS**

### **Introduction**

Each Parish Councillor has a duty to represent without bias the interests of the whole community.

They will always try and do their best and are available to help parishioners with regard to matters relating to Easton on the Hill Parish Council.

Parish Councillors may be contacted via the Clerk or using their Parish Council email addresses.

If it is felt by the villager that the matter is important, then a letter or email to the Parish Clerk will ensure that it is dealt with in a timely and professional manner (also see the Correspondence section below).

It is the Parish Council's intention to meet the timescales detailed below but there could be occasions when this is not possible. When this happens the Parish Council will review their procedures and where necessary make changes to the policy or procedures.

### **Aims**

To establish clear, easy to use channels of communication between the Parish Council and Parishioners, and vice versa, and between Councillors/Clerk.

To provide information on important matters in a timely manner so as to facilitate and encourage informed comment from interested individuals and groups.

### **Parish Council Meetings**

The Parish Council meets on the second Monday of each month at 7pm.

The Parish Council will normally meet in the village hall.

Members of the public wishing to address the Council during the formal meeting or wishing to record the meeting must make the Chairman aware of their intention before the meeting starts.

### **Notice Board**

The following items will be displayed on the Parish Council noticeboard on High St

- Contact details for the Clerk – included on the minutes
- The Parish Council's meeting agenda - which will be posted at least 3 working days in advance of each meeting
- Parish Council meeting minutes – which will be posted in draft form as soon as is practicable after the meeting.

The information displayed on the Parish Notice Board will be kept up-to-date.

## **Correspondence**

All correspondence relating to the Parish should be addressed to the Parish Clerk in the first instance either via email at [clerk@eastononthehill-pc.gov.uk](mailto:clerk@eastononthehill-pc.gov.uk) or via post. This will ensure that the matter is recorded and passed to the relevant person or organisation as soon as practically possible. However, all Parish Councillors have their own Council email addresses which have the format [firstname.lastname@eastononthehill-pc.gov.uk](mailto:firstname.lastname@eastononthehill-pc.gov.uk)

All correspondence to the Parish Clerk will be acknowledged within one week of receipt if at all possible. If email is used then an acknowledgment will be sent via email, usually within 48 hours.

Councillors will be notified of correspondence, but the addressee will not be named on minutes of meetings unless requested. Anonymous correspondence in any form will not be acknowledged or recorded.

Email should be thought of in the same way as a letter. A subject line, the sender's name and the content should be in the main body of the email, not as an attachment. Attachments will not be opened unless the Clerk has prior knowledge of the subject. The Council regrets that, for reasons of computer security and virus protection, anonymous emails and those with no subject in the title will not be opened or actioned.

A parishioner may raise any issue directly with the Parish Clerk or any Councillor. If a satisfactory answer cannot be given immediately, the issue may be placed on the agenda for the attention of the full Council.

The Clerk will acknowledge all Freedom of Information requests within seven working days and will reply fully within 20 working days of receipt of the request. If this is not possible, a further holding letter/email will be sent with an expected completion date.

## **Website**

The Parish Clerk will arrange for the Agenda and associated papers to be posted on the Parish Council Website [www.eastononthehill-pc.gov.uk](http://www.eastononthehill-pc.gov.uk) at least three clear days before the meeting and for the draft Minutes to be posted as soon as possible after the meeting. The final Minutes will be posted once approved.

In order to comply with the Transparency Code for Smaller Authorities, the Clerk will arrange for the annual publication of the following documents no later than 1 July each year:

- a. end of year accounts
- b. annual governance statement
- c. internal audit report
- d. Minutes, agendas and meeting papers of formal meetings.

The Parish Clerk is the Webmaster for the Parish Council website.

The Parish Clerk will ensure that the Parish Council email address is publicised.

## **Social Media**

The use of social media does not replace existing forms of communication, but is used to enhance communication with a wider range of the population.

A full social media policy has been or will be adopted.

## **Annual Parish Meeting**

The Annual Parish Meeting is convened by the Chairman of the Parish Council and is generally held in April each year to provide parishioners with a summary of the activities of the Parish Council over the previous year and the opportunity to debate local issues and celebrate local events and activities.

Related policies and procedures

Councillor Code of Conduct

Data Protection Policy

Freedom of Information Policy

Public speaking at Council and committee meetings policy

Social Media Policy

Complaints procedure

## **CUSTOMER SERVICES STANDARDS**

This applies to communication from the parishioners to the Council/Clerk and between the Councillors and the Clerk to/from the Councillors

### **When anyone makes contact with us we will:**

- Be welcoming and courteous
- Be polite, fair and respectful
- Be helpful and responsive
- Provide good quality information
- Communicate clearly
- Advise what we can provide, who to contact and how
- Advise how to use the complaints procedure to improve our services
- Keep them informed of the actions we have taken and not make false promises
- Empathise and listen to understand their needs
- Treat all information received in the strictest of confidence.

### **To help us achieve this we ask that Parishioners and Councillors:**

- Are courteous and respectful towards us and each other
- Provide accurate information when required
- Make suggestions on improving our services by using the complaints procedure
- Ask us to explain anything they are not sure of
- Advise us of any specific requirements, e.g. large print, Braille etc.

### **When dealing with emails we will aim to:**

- Acknowledge all external enquiries and give responses within 48 hours
- Respond to your enquiry in full normally within one week.



**When answering the telephone the Clerk will:**

- Aim to answer your call within five rings or twenty seconds
- Greet you politely and clearly
- Listen carefully
- Aim to return your messages within 48 hours.

**When dealing with your letters the Clerk will aim to:**

- Reply within a week
- Tell you what to do if you require further assistance
- Use clear, jargon free language.

This policy was adopted at a meeting on 9<sup>th</sup> September 2019 and will be reviewed in two years or sooner, should legislation dictate.

# **Easton** on the**Hill** Parish Council

## **TRAINING AND DEVELOPMENT POLICY**

### **Aims and objectives**

Easton on the Hill Parish Council is committed to making the village a safe and pleasant place to live, work and play. It will dedicate its time to improving the environment, facilities and amenities and serve the parish by representing their views in its decision making. It will work with and support other local groups and organisations where possible to improve the village for all residents.

Following the Governance Review in September 2018 and the final report recommendation one (R1), Easton on the Hill Parish Council is committed to ongoing and effective training and development of the clerk and councillors to ensure a consistent and cohesive approach in all of its business. Councillors will work together to achieve the council's objectives and seek to enhance their skills as and when necessary.

### **Supporting council staff and parish councillors to achieve this**

- The council values the time given by its councillors to their community and this policy is aimed at maximising the rewards from that time, by ensuring that they understand and enjoy the role they undertake and are properly equipped for it.
- The council recognises that well trained and informed officers promote good practice within the council and increase and encourage community activities.
- To this end, the council is committed to providing training that is relevant to this council for both its staff (the clerk) and its councillors.
- The responsibility for training and development is included in the Staffing Committee's terms of reference, to work in conjunction with the clerk, to ensure relevant training is supported, offered, provided and records are up to date.
- The council recognises the need to provide the necessary opportunities to develop staff and councillors to meet the changing responsibilities and to adapt its practices following the guidance provided.

### **Training and development needs**

- The council will identify training needs in the light of the overall objectives of the council and the requirements of the individual. The clerk will have an appraisal by the Staffing Committee, as per the appraisal policy, and training needs discussed, identified and agreed.
- Council's and Councillors' needs will be discussed at Staffing Committee meetings and at full council as a regular item on the agenda.

- New clerks will always attend the relevant “new clerks” training session and new councillors must attend the “new councillors” training session.

#### **Provision of training and development**

- The council will encourage the clerk and councillors to attend ongoing, relevant training workshops, meetings and courses and pay expenses arising from such training. The clerk and councillors are expected to make themselves available to attend such training as is necessary to do the role.
- The council will offer all of its new councillors adequate training at the earliest opportunity in their term of office (usually the “Off to a flying start” course).
- The training offered to the clerk will be no less than the minimum requirement of Continuous Professional Development required by the Institute of the Society of Local Council Clerks (SLCC) <sup>1</sup>
- The council is committed to its clerk being a member of the SLCC, recognising that it is a lead provider in training for officers.
- The council will support the clerk’s and councillor’s attendance at national conferences and workshops, paying expenses as appropriate.
- The council is committed to networking with other councils as it sees this as an effective means of information gathering and will, where possible, link in with training events held by other councils to share knowledge, costs and experience.

#### **Financial commitment and effectiveness**

- The council will ensure that training costs for both employees and councillors are adequately covered as an item in the annual budget setting process by the Finance Committee and full council and that ongoing subscription fees for the Association and the Society and the purchase of books are included in the budget.
- The council will evaluate and measure the impact and effectiveness of all training.
- Councillors and clerk will be expected to feedback to full council from training attended and circulate any useful information.
- The council will maintain a training record giving details of dates, titles and providers of development activity undertaken by employees and councillors.

This policy was adopted on

This policy will be reviewed by the Staffing Committee on

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<sup>1</sup> A minimum of 12 CPD points per year

# Easton on the Hill Parish Council

## RECORD OF TRAINING AND DEVELOPMENT

Name of Parish Councillor	New Councillor training – Off to a Flying Start	Course title – other training	Dates attended
Cllr P Bates	General Cllr Training	Governance	Feb 2019
Cllr A Cutforth		Local Gov Reorg	Oct 2020
		Code of Conduct in practice	15/6/2020
		Chairmanship	3/7/2019
		Planning Nuts and Bolts	Sept 2019
		Staffing and employment	Nov 2019
	General Cllr Training	Governance	Feb 2019
Cllr K Dow	Yes		16/9/2020
Cllr E Hanson	General Cllr training	Governance	Feb 2019
Cllr R Holwell	To do		
Cllr T Nicol	Yes		23/9/2019
Cllr A O’Grady	General Cllr training?	Governance?	Feb 2019
Cllr J Rawlinson	?	Governance?	Feb 2019
		Chairmanship	3/7/2019
Cllr D Sharpe	General Cllr training	Governance	Feb 2019
Cllr S Woodman	Yes		24/6/2020

**Minutes of the Planning Committee meeting of Easton on the Hill Parish Council  
on Tuesday 20<sup>th</sup> October 2020 at 7.00pm by Zoom video conferencing**

**Present:** Cllr A Cutforth, Cllr A O’Grady, J Rawlinson, Cllr Daphne Sharpe

Clerk: J Rice

Members of the public: None

<b>PC/14</b>	<b>APOLOGIES FOR ABSENCE</b> There were no apologies for absence.
<b>PC/15</b>	<b>DECLARATIONS OF INTEREST</b> <b>To receive all declarations of interest under the Council’s Code of Conduct related to business on the agenda. (Members should disclose any interests in the business to be discussed and are reminded that the disclosure of a Disclosable Pecuniary Interest will require that the member withdraws from the meeting room during the transaction of that item of business).</b> Cllr O’Grady declared knowledge of the applicant of PC20 b)
<b>PC/16</b>	<b>PUBLIC TIME. Arrangements were made for the public to join the meeting remotely or join by telephone call if they wished using the Zoom link on the website.</b> There were no members of the public present.
<b>PC/17</b>	<b>TO RECEIVE AND AGREE AS CORRECT THE MINUTES OF THE LAST MEETING on 2<sup>nd</sup> and 30<sup>th</sup> September</b> The minutes were received and all agreed they are an accurate record of the meetings.
<b>PC/18</b>	<b>TO RECEIVE AND NOTE ENC’S FORMAL OBJECTION TO GOVERNMENT’S MCHLG PLANNING SYSTEM CHANGES</b> This was received and noted.
<b>PC/19</b>	<b>TO RECEIVE AND NOTE DETAILS OF A PLANNING ROADSHOW BY CPRE AND WHITE PAPER CONSULTATION PERIOD ENDS 29/10/2020, DECIDE ACTION</b> The consultation was noted and it was agreed to wait and see other responses.
<b>PC/20</b>	<b>TO DISCUSS AND AGREE PARISH COUNCIL RESPONSES TO THE FOLLOWING NEW PLANNING APPLICATIONS:</b> a) <b>20/01159/FUL</b> alterations to and conversion of existing barn into a residential annexe. Re-roofing of a folly at 26 High St. Deadline 23/10/2020 This was discussed in detail and concerns raised over the size of the property in relation to the plot and consequent possible access and parking issues. It was also thought that it is a new dwelling rather than just an annex. A vote was taken on the response and a casting vote used to send a response to object to the application for the reasons above. b) <b>20/01133/FUL</b> new garage with alteration works to the rear of the existing house at 48 Stamford Road. Deadline 30/10/2020 This was discussed and it was agreed by all to send a response of no objections. <b>Action Clerk to send responses.</b>
<b>PFC/21</b>	<b>THE FOLLOWING DECISIONS AND UPDATES WERE NOTED ON PLANNING APPLICATIONS;</b> a) 20/00770/FUL s/s garden room (ancillary accommodation to main dwelling) at 20 Westfields. Deadline 3/9/2020. <b>Permission refused</b> b) 20/01004/TCA raise crown of cedar tree to 3.5m at 21 Church St <b>Permission granted.</b> c) 20/01006/FUL proposed extensions and internal alterations at 101 Stamford Road. Deadline 2/10/2020. <b>Awaiting decision.</b> d) 20/01047/TCA 2 x cherry trees located close to corners of property. Prune to give clearance and raise crown at Walnut Tree Farmhouse, Church St. deadline 12/10/2020. <b>Awaiting decision.</b> e) 20/01085/PND demolition of redundant changing rooms at building adjacent recreation grounds, Westfields. Deadline 10/10/2020 – no comment as Parish Council’s agreed own application. <b>Permission granted.</b> f) 20/00995/TCA Cupressus to remove Cotoneaster to remove Apple tree to remove, Holly to reduce plus various bushes and conifers to remove at 30 West St. <b>Permission granted.</b>
<b>PFC/22</b>	<b>TO AGREE DATE OF NEXT MEETING</b> This was agreed as Tuesday 17 <sup>th</sup> November 2020 by zoom video conferencing.

Available to download at [www.eastononthehill-pc.gov.uk](http://www.eastononthehill-pc.gov.uk)

Signed electronically by *Cllr A O’Grady*, Chairman

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

held on **Wednesday 21<sup>st</sup> October 2020** at 7.30pm when the following listed business was transacted.  
**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 WEBSITE.**

**Present: Councillors K Dow (Chairman), A Cutforth, S Woodman, D Sharpe and P Bates  
And non-councillor members; J Boulton, K Cox, D Davenport, C Hamilton and L Hallam.**

**Clerk; J Rice**

**Members of the public; Master C Dow**

<b>PFC/34</b>	<b>APOLOGIES FOR ABSENCE</b>
	There were no apologies for absence.
<b>PFC/35</b>	<b>DECLARATIONS OF INTEREST</b>
	<b>To receive all declarations of interest under the Council’s Code of Conduct related to business on the agenda. (Members should disclose any interests in the business to be discussed and are reminded that the disclosure of a Disclosable Pecuniary Interest will require that the member withdraws from the meeting room during the transaction of that item of business).</b> A reminder was given to everyone to complete their registers if they have not done so already as it is a legal requirement.
<b>PFC/36</b>	<b>PUBLIC TIME. Arrangements were made for the public to join the meeting remotely or join by telephone call if they wished using the Zoom link on the website.</b> There were no questions or comments from the public.
<b>PFC/37</b>	<b>To receive and agree as correct the minutes of the meetings on 9<sup>th</sup> and 28th/9/2020, previously circulated.</b> These were both received and all voted to accept them as an accurate record of the meetings.
<b>PFC/38</b>	<b>(Cllr K Dow agreed with all present that the order of the agenda be changed and items 38 and 39 swapped round. )</b> <b>To receive and discuss the recommendations, herewith, of the long-term plans for the improvements to the playing field and resolve to adopt the long-term plan as a broad strategy for ongoing improvements.</b> It was confirmed that the circulated long-term plan is a broad strategy and other options for a layout will be considered. It does not affect the play equipment confirmed below for grant number 1. There had been concerns raised around the proposed layout and problems associated with the positions suggested. Concerns over a MUGA near the entrance were raised and alternatives discussed, taking into account suppliers’ views. A broad layout was suggested of a MUGA near the wooded area at the far end along the hedge, with the play park in between car park and MUGA with suitable fencing and removal of old play equipment with the installation of a MUGA. The broad strategy was voted on and accepted unanimously. It was further agreed that (all) members meet on site to discuss the layout and new pieces needed. Members were encouraged to suggest their top 3 pieces to include in phase 2 by Friday. The Playing Field Working Party recommendations need to be taken into account still. <b>Action C Hamilton to confirm date to meet. All members to suggest priorities for next phase. Clerk to start new application</b>

PFC/39	<p><b>To receive the recommendations, herewith and to follow, for the proposed play equipment selection and placement, for the current grant application and resolve to agree the proposal and supplier.</b></p> <p>The presentation on the different suppliers' quotes and suggestions and a summary of the considerations of each company was circulated prior to the meeting and questions from members answered. Considerations included material, longevity, cost, quality, users' needs, age of users, choice, safety, incidental costs, value for money.</p> <p>Cllrs asked about the range of equipment for different age groups and in particular older children as existing equipment will be retained for now. Recommendations from other play parks had been taken into consideration as well as supplier advice. The working group recommended Playdale and a vote was taken with a unanimous decision to accept their quote for play equipment to a maximum of £18750.</p> <p><b>Action C Hamilton to confirm</b> A discussion took place around cricket club/member helping with storage and fencing options and this will be looked into. <b>Action L Hallam</b></p> <p>Cllr Dow thanked the working group for their hard work in getting the information together for the committee.</p>
PFC/40	<p><b>To agree details for a second Augean application, deadline 4/11/2020, in line with PFC/38.</b></p> <p>It was agreed to still go for this Augean application. The detail to be included will be decided in the next 2 weeks and another meeting will be held to decide on the content, after speaking with suppliers to get costs and members meeting to visualise plans on the field. Suggestions included a zip wire, more adult gym equipment and a goal wall plus an extension to the path to be included. The Clerk explained that adult gym equipment would be well received as this was the part excluded from the first grant amount given.</p> <p><b>Action Clerk to complete. Working group supply costs and project detail for meeting on 2/11/2020.</b></p>
PFC/41	<p><b>To discuss and agree whether purchase of replacement cradle swing is sensible now or not.</b></p> <p>It was agreed to purchase a new cradle swing as it could possibly be used elsewhere when/if the old swings are removed. C Hamilton has a quote for a possible cheaper version and will check the fittings agree.</p> <p><b>Action C Hamilton/Clerk</b></p>
PFC/42	<p><b>To receive an update on the CTP and the funds raised to make up this contribution from the Parish Council.</b> Update from K Cox</p> <p>K Cox confirmed that he had £1000 and was hoping to increase one donation from £100 to £445 to get the first total of £1445 needed. The "begging letter" has been agreed to be in 2 parts now. Content still being finalised and the costs of producing a leaflet and timing to be agreed at a later date.</p>
PFC/43	<p><b>To receive an update on the documentation needed to be submitted, including draw down payment schedule and match funding element.</b> Update from D Davenport, Clerk.</p> <p>D Davenport confirmed a draft drawdown of payments has been sent to the Clerk. The Clerk will finalise it for uploading. The Clerk has confirmed to Augean the match funding element is not achievable and this is not now required. The quotes from the different suppliers for play equipment and overall final project plan is still needed. <b>Action C Hamilton, D Davenport, Clerk</b></p>
PFC/44	<p><b>To agree date of the next meeting.</b></p> <p>This is agreed as Monday 2/11/2020 at 7pm by Zoom.</p>

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