

	BUDGET	ACTUAL TO DATE	% of budget spent to date 75% through year
<b>Payments</b> <i>(excluding VAT)</i>			
Staff costs inc hmrc	£9,953.00	£8,008.93	80.47%
Insurance	£1,021.00	£1,055.00	103.33%
Room Hire	£200.00	£240.87	120.44%
Admin costs, station, post, miles. bank	£850.00	£350.10	41.19%
Subscriptions	£679.00	£594.95	87.62%
Training/conference	£900.00	£602.00	66.89%
Audit	£545.00	£575.00	105.50%
Street Lighting	£2,100.00	£1,230.36	58.59%
Solicitor		£-	
Parks & Open Spaces, grit, bins, trees	£5,605.00	£5,392.02	96.20%
Asset Maintenance	£1,225.00	£878.69	71.73%
Website & email	£600.00	£409.00	68.17%
PWLB		£-	#DIV/0!
s137 payments	£50.00	£46.25	92.50%
Other payments (not in budget)		£-	#DIV/0!
<b>Total Payments</b>	<b>£23,728.00</b>	<b>£19,383.17</b>	<b>81.69%</b>
<b>Receipts</b> <i>(excluding VAT)</i>			
Precept - ENC	£34,148.00	£34,148.00	100.00%
Allotment Rent	£140.00	£81.40	58.14%
Interest		£-	#DIV/0!
Donations		£250.00	#DIV/0!
Other receipts (not in budget)			
donations/grants - see below		£492.50	#DIV/0!
		£-	#DIV/0!
<b>Total Receipts</b>	<b>£34,288.00</b>	<b>£34,971.90</b>	<b>101.99%</b>

## Reserves/projects

General reserves	£3,000.00	£1,075.00
LGR/Tgn	£500.00	£-
Election	£300.00	£-
Notice board/Sol	£1,000.00	£925.00

Playing field - see below

Total	<b>£4,800.00</b>	<b>£2,000.00</b>	<b>41.67%</b>
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### Receipts PF INCOME/BUDGET

playing field	£5,500.00
Hire	£2,762.00
Maud Elk grant	£750.00
Augean grant	£19,871.83
Donations PF/Wood	£2,122.22

**31006.05** **Includes  
£18000  
grant**

<b>Expenditure playing field</b>	£8,083.79	Does not include 10k payment relating to grant from LY
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Difference	-£22,922.26
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## Notes

- 81.69% of basic budget spent at 75% through the year
- Projection is to be within budget on basic expenditure
- Clock repair spent from general reserves (less £250 donation from VH)
- Playing field position skewed by 18k Augean grant received already (in advance of new equipment going in springtime) and Woodland area expenditure in excess of grant received to date.
- Playing field position dependent upon income (Macca hire not as expected) but expected near budget;
- Expenditure on playing field not yet including new fences (£2700) and extra new equipment order of £30000 - to include new swings. Total expenditure approx. £40800. Budget £31006 plus £5812 C/F plus income to end of year (hire £835 plus grant of £2886)
- Bank balance includes grant, insurance claim and VAT reclaim amounts, inflating the balance by £25069. Balance in bank is currently £52321.28.

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



## **FINANCE WORKING GROUP TERMS OF REFERENCE**

**January 2022**

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.
8/11/21	Changed to Working Group

Schedule of review: May 2022

## Authority

The Finance Working Group is an advisory, task and finish group and is appointed by and solely responsible to Easton on the Hill Parish Council.

The working group duties are defined and agreed by the Main Council who may vote, at any time, to modify the group's terms of reference. The working group will meet as required and to deal with any issues as they occur, however the main task is to help prepare and discuss different annual budget proposals and put an overall draft budget and precept proposal to full Council to discuss and approve.

## Membership

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

There will be a rota for internal finance checks and this task will be performed by a different Councillor each month.

## Record of Proceedings

Written notes may be taken to record the discussions and recommendations and will be circulated to all Councillors and reported at the next Full Council meeting

## Responsibilities

The Finance Working Group will;

- a prepare a draft annual budget and recommended precept for submission to the full Council for approval.
- b meet as required as a task and finish group to look more closely at any of the following, as identified by full council or Finance Working Group Councillors;

**The following responsibilities lay with full council** and will only be referred to this working group for more scrutiny as required by full council.

1. To monitor the overall financial performance of the budget against the actuals, receipts and payments and to maintain adequate cash reserves.
2. 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.
3. To settle and keep under review the format and presentation of the Council's budgets and the financial parts of the Annual Report.
4. To secure the implementation of any measures recommended by the internal and external auditors and to submit recommendations, where applicable, to the Council.

5. To order, regulate and generally supervise the Council's finances, in line with its agreed Financial Regulations, the Audit and Accountability Act 2014 and Accounts and Audit Regulations 2015.
6. To monitor and, where appropriate, recommend purchase of all capital items.
7. To make provision for future agreed capital projects.
8. To ensure the proper financial management of all property owned or leased by the Council.
9. To monitor the Council's financial risk assessments and recommend changes where necessary.
10. To establish and effect a clear policy for grant administration.
11. To be responsible for ensuring proper financial management of services undertaken or to be undertaken by external contractors.
12. To recommend to the Main Council such delegated powers to the Clerk as thought appropriate.

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



## **PLAYING FIELD MANAGEMENT COMMITTEE (PFMC) TERMS OF REFERENCE**

**January 2022**

Signed

Date	Details of any revision

Schedule of review: May 2022 or as required



# Purpose

The PFMC will manage and develop the Playing Fields and Play areas in Easton on the Hill on behalf of the Parish Council to improve the wellbeing of all.

# Authority

The Playing Field Management Committee (PFMC) is an Executive Committee of the Parish Council. It has full delegated powers (the statutory authority for a delegation is found in section 101(1) of the Local Government Act 1972) to make decisions about the management, upkeep, maintenance and improvement of the Easton on the Hill Playing Field and raise and spend funds allocated specifically for the Easton on the Hill Playing Field, as specified in these terms of reference. The committee is appointed by, and solely responsible to, Easton on the Hill Parish Council. The Committee is acting for the village, on behalf of the council. The Parish Council has to remain the legal party to all contracts relating to the area of responsibility and has to retain overall liability and responsibility. All business will be conducted as per the standing orders of full council meetings and within Local Government law.

The committee duties are defined and agreed by the Main Council who may vote, exceptionally, but at any time, to modify the Committee's powers. The committee will meet at least four times a year as a minimum depending on operational requirements.

The committee may appoint working parties or sub-committees to work on specific parts of its work and responsibilities.

The PFMC area of responsibility is defined as the area as registered with the Land Registry and owned and managed by the Parish Council, including the Woodland area. It is also responsible for The Close Play Area.

The PFMC will replace the Playing Field Improvement Committee and the appropriate responsibilities and objectives of the PFIC will transfer to the PFMC.

# Membership

Membership of the committee is determined by the Council and will contain at least 3 Councillors and have a minimum number of 6 members and a maximum number of 10 members, all with voting rights. See (i) below.

Non-Councillor members of a committee can vote alongside Councillor Members.

See (ii) below

At least one of the councillors will also be a member of the Finance Working Group and one non councillor member will be the Chairman or a Committee member of the Easton on the Hill Cricket Club.

The PFMC may invite members of other village groups to be on the committee however the maximum number must not exceed 10. (Other people could be invited to be a non-voting member for work needing their input or expertise). Other interested parties may attend meetings but may not vote unless appointed to the committee.

Members are reminded that failure to attend a meeting of the committee or council for 6 months may result in disqualification depending on the reasons for non-attendance.

Members who are non-councillors with voting rights are to be agreed by the rest of the PFMC (initially the full Parish Council)

Quorum at the committee meetings will be 4 members and consist of no fewer than two Council members. There will be at least 4 meetings a year.

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 – 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 Clerk will provide administrative support to the Committee.

The PFMC may, if it feels it is necessary, appoint a paid or unpaid Playing Field Manager/Caretaker to work on day-to-day operational issues and who reports to the Clerk. They will be paid on a self-employed basis at a rate to be agreed to be reviewed periodically, rather than be an employee of the council.

## 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](http://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. Reports/updates from each working group will be provided to the Clerk at least 7 clear days before the date of the next meeting, with clear information on items to be decided.
6. A report will be provided quarterly for the full council meeting to update Councillors on all aspects of the committee's work and activity and financial position.

# Responsibilities

## Summary Responsibility Matrix

	Full Council	PFMC
Finance	Agrees annual budget for PFMC Considers and agrees exceptional items outside budget	Manages income and expenditure according to budget and reports quarterly
Operations	Delegates all repairs and maintenance Enters into formal hire agreements on recommendation from PFMC	Manages all repairs and maintenance Manages hiring and liaises with clubs and organisations
People	Clerk support for meetings, minutes, agendas, procedural advice	Employs caretaker/bookings secretary
Development	Receives annual plan, and when agreed provides support	Develop innovations and assets within the overall ToRs according to the evidenced needs of the village
Engagement	Listens for feedback and passes on to PFMC	Establish user group or encourage non committee members to attend committee meetings to take on views of the community

### Operational management

1. To continue with the implementation of the play area improvements, currently undertaken by the Playing Field Improvement Committee, and in line with the current grant agreement and development plan for the area.
2. To proactively support the development of events on open spaces and identify opportunities for improvement.
3. To actively promote and encourage sporting and recreational ventures on the playing field.
4. To actively promote all the environmental aspects and benefits of recreational, open space in the Parish, with particular attention to the Woodland area.
5. To review the use and range of activities on the recreation ground for the benefit of all.
6. To have responsibility for, and make decisions regarding, the grass and hedge cutting and the associated contract for the Playing Field, consulting the main council where there is a cross over with the Trees and Greens Working Group and impact on the current and wider agreement and arrangements for maintenance for the Parish Council and in the village.

7. To have responsibility for and make decisions on the checks and maintenance of all of the play equipment in the Playing Field play area, as per ROSPA requirements and act upon their recommendations.
8. To have responsibility for all of the facilities and property within the playing field area and carry out repairs as necessary to ensure it is safe and serviceable. This includes all equipment, fencing, bins, goals, seating, signage and any other items.
9. To liaise with sports clubs and organisations and deal with agreements for the hiring out of the Playing Field and associated administration and income.
10. To consult and liaise with other village organisations on anything that impacts their operation or anything that they may have an interest in or opinion on, in particular the Cricket Club.
11. To apply for and be responsible for future grants for the purchase of more equipment and further improvements, in line with, but not limited to, the playing field working party recommendations, village plan and village open events and further consultation if appropriate.
12. To set up separate working parties as agreed by the committee to look at specific parts of its responsibilities and any associated projects/grants.
13. To keep under review all matters connected with committees, working practices, health and safety, insurance policy and contract management.
14. To carry out risk assessments as necessary for safe working practices of all work carried out by members and non-members and ensure any impact on the council insurance policy is flagged up to full council.
15. To ensure no decision is taken that impacts on Parish Council responsibilities for their land and the part of the land owned by the Parish Council and leased to the cricket club without their knowledge and full agreement eg retention of the public rights of access, installing equipment on the cricket pitch, sub-letting the land to a third party etc.
16. To consider the effect on the environment and whether the work, actions and objectives help or hinder the climate, air pollution and nature plans.
17. To liaise with the full council on matters of access and the Bridleway. The PC retain overall responsibility for the Bridleway.

## **Financial management**

1. To manage the budgetted funds agreed annually by full council and allocated to them in line with the council's financial regulations, in particular keeping within budget expenditure and adjusting according to actual income received to deliver the annually agreed impact on the full council budget. Follow due process when obtaining quotes and tenders where necessary for works.
2. To propose a budget (income and expenditure) for the next financial year (April) annually in October, via the Finance Committee.
3. To consider and make recommendations for approval from full council on any expenditure outside of its budget allocation before any irrevocable commitment is made.
4. To report to and gain agreement from full council on any long-term arrangements incurring ongoing and regular costs for the council ie insurance premium increase, maintenance, contracts.
5. All payments will be authorised by the PFMC prior to expenditure being occurred except for urgent and necessary expenditure up to a maximum of £500 and then agreed between the Playing Field Manager (if there is one), the Clerk and the PFMC Chairman as long as within

the budget.

6. To apply for grants on behalf of the Parish Council for further improvements as agreed.

## Behaviour & 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.
- Non-Councillors must adhere to the Code of Conduct legal requirement to complete a Public Register of Pecuniary Interests and declare any pecuniary, personal or prejudicial interests on items on the agenda at each meeting and follow the Council's Standing Orders and Financial Regulations.
- The meetings will aim to last for 1 hour maximum.
- The times of the meetings may vary to suit members and the public and will be decided at the end of each meeting for the next meeting date and time.

### Footnotes:

- (i) 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)
- (ii) The Local Government and Housing Act 1989 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.

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

Held at Easton Village Hall at 7pm on Monday 13<sup>th</sup> December 2021

**Present;** Councillors; P Bates, K Dow, R Holwell, I Lawson, C Mountain, T Nicol (Chairman), J Watson and S Woodman.

Clerk: J Rice

Members of the public: 1. Mr K Cox

21/108	<b>APOLOGIES FOR ABSENCE To receive apologies sent to the Clerk.</b> The Clerk received apologies from Cllr Green and Cllr Cherry	
21/109	<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.</b> <b>Reminder to members to update their register if necessary.</b> (Members should disclose any interests in the business to be discussed and are reminded that the disclosure of a Disclosable Pecuniary Interest will require that the member withdraws from the meeting room during the transaction of that item of business). There were no declarations of interest made.	
21/110	<b>PUBLIC PARTICIPATION</b>	
	<b>Arrangements will be made for the public to join the meeting. A max of 15 minutes will be permitted for members of the public to address the meeting on any item on the agenda.</b> <b>Chairman to remind meeting members of one Nolan principle from Code of Conduct.</b> The Chairman reminded Councillors of the principle and importance of openness and transparency in all they do. He also stated that he would try to make the meeting shorter and quicker this month in particular. Mr Cox expressed his disappointment that there were no volunteers from the Council to help again (except Cllrs Holwell and Woodman) with the Woodland project despite a specific request for help. He asked Councillors to consider what a Playing Field Management Committee would mean to them before asking to be on such a committee. Cllr Nicol explained there could be people with appropriate skills on a committee and others on a more practical "Friends of" group, similar to the PCC.	
21/111	<b>MINUTES OF THE LAST MEETING (previously circulated)</b>	
	<b>To confirm as correct the record of the minutes of the meeting held on Monday 8<sup>th</sup> November 2021 previously circulated and herewith. Chairman to sign the minutes.</b> The minutes were agreed as a true record and duly signed by the Chairman.	
21/112	<b>MATTERS ARISING from previous meeting, not covered by this agenda.</b> There were none.	
21/113	<b>GOVERNANCE, FINANCE AND TRAINING</b>	
	113.1	<b>To receive and note report from Ward Councillor if available.</b> There was no report or presence.
	113.2	<b>To receive and note finance internal control check feedback for November.</b> The finance checks are in the process of being done by Cllr Green (not present).
	113.3	<b>To receive month's financial report to date and resolve any queries/ issues, herewith.</b> The current finance report was noted and there were no queries raised.
	113.4	<b>To receive, discuss and resolve proposed budget for 2022/23, noting proposed projects and amounts (including Ketton Drift repair C/F) and proposed precept, herewith.</b> The proposed budget figures and notes were received and noted, including the possible project amounts for a footpaths wheel scheme, Ketton Drift repair, website development, village clock, elections and reserves pots plus playing field additional spend. The proposal of an overall increase of 3% was accepted even though inflation is running at over 4% as there is enough leeway to absorb some of the increased costs whilst still building up reserves. The budget and precept amount of £35172 was agreed by all.
	113.5	<b>To receive feedback from any training/briefing attended, decide on payment for courses not attended and decide any bookings for new training.</b> Cllrs Watson, Mountain and Lawson gave feedback on the recent Planning course training and it raised a query re S106 monies. The situation regarding non-attendance at 2 lots of induction courses

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

		was discussed and it was agreed that the Parish Council would fund one lot at £88 and the Councillors would fund the other lot.
	<b>113.6</b>	<b>To receive, note and agree draft Finance working group terms of reference, herewith.</b> The draft terms of reference were received and noted. It was agreed that this should just be a working group and the internal controller role will continue to be on a rota basis. It was also agreed there should still be 3 Councillors and another will be elected in due course following Cllr Dow's resignation. The new terms of reference will be amended as above and were accepted. <b>Action Clerk</b>
	<b>113.7</b>	<b>To note new resignations of two Councillors and resolve action. Decide who will be the two new bank signatories.</b> The Chairman confirmed the resignations of Cllrs James Hamilton and Keir Dow and a vote of thanks for their enthusiasm and contributions was given. The Clerk confirmed the process for vacancy notices and then co-option if no by election is called. It was decided that Cllr Watson and Cllr Mountain will be the new bank signatories, after Cllr Dow authorises this month's payments. <b>Action Clerk</b> will arrange to complete/circulate the forms.
	<b>113.8</b>	<b>To consider a PC Action Plan for 22/23 to focus the objectives and actions of the Council as a whole. Resolve how to take this forward.</b> It was agreed that this would be a good thing to do and it will be drafted and brought back to a future meeting. <b>Action Clerk</b>
<b>21/114</b>	<b>PLAYING FIELD IMPROVEMENT COMMITTEE (PFIC) AND GENERAL PF AND CRICKET CLUB ISSUES</b>	
	<b>114.1</b>	<b>To receive, note and discuss revised draft Playing Field Management Committee Terms of Reference and resolve to accept/amend/approve or not, herewith.</b> The draft terms of reference were received and noted. There was a discussion about the membership numbers and split between Councillors and Non-Councillors. It was discussed that the minimum number could be 6 members and more emphasis could be given to getting working parties when needed to help with practical work. It was proposed that there should only be at least 3 Councillors and up to 10 maximum members on the Committee. The Clerk advised against this, saying there should be more Councillors or at least equal numbers of Councillors and Non-Councillors, as it is a responsibility of the Parish Council elected members. It was agreed that the responsibilities would be changed if there were any problems caused by the membership split. It was further agreed that the member from the cricket club could be any committee member and does not need to be the Club Chairman. Subject to these changes, the terms were agreed. An action plan will be devised for the PFMC w/e/f April 2022. <b>Action Clerk</b>
	<b>114.2</b>	<b>To receive and note update from PFIC, as per latest minutes if available in time.</b> The latest minutes were circulated and noted with a brief summary on the new equipment order and Woodland area. A vote of thanks was given to Cllr Woodman and Holwell and K Cox and all the volunteers for the wonderful work that has been done to transform this area.
	<b>114.3</b>	<b>To receive and note update re Macca Sports and Wittering Premiair and resolve any issues plus consider a 5 year plan for their hire agreements and resolve how to take this forward.</b> A brief update was given. Cllr Woodman explained the need for a longer-term agreement to enable the clubs to invest and develop. This was agreed and will be the task of the new PFMC.
	<b>114.4</b>	<b>To receive update on the Woodland Area following the recent project work and note ideas for future plans in that area.</b> An update was given and also the plans for further development. The Clerk said there was an option of a further grant of up to 5k from NNC, for which this project fits the criteria and it was agreed that this will be completed by the 20/12/21 deadline. <b>Action Clerk, K Cox, Cllr Woodman</b>
	<b>114.5</b>	<b>To receive and note outline information regarding a Public Works Loan Board and decide whether to investigate further as a possibility for funding for a MUGA, pump track and more gym equipment.</b> The outline information was received and noted. It was agreed that this should be carried forward and a proposal could come from the PFMC after appropriate consultation, serious consideration and possible last resort after grants.
	<b>114.6</b>	<b>To decide new members of the PFI Committee. Next meeting 3/2/22.</b> It was agreed that Cllr Holwell and Cllr Nicol will be the new, temporary members until new Councillors are in place and memberships reviewed.
	<b>114.7</b>	<b>To note tree application successful and free trees arriving in February. Agree location of trees.</b>

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

		Cllr Woodman confirmed he had 115 free trees to plant next year. Locations will be agreed in due course.
	114.8	<b>To note cricket club lease to be registered at the Land Registry by the tenant and bill to be paid now.</b> The Clerk confirmed that the lease will be registered asap and the Solicitor's invoice paid now it has been completed. <b>Action Clerk</b>
21/115	<b>REPORTS FROM REPRESENTATIVES</b>	
	115.1	<b>Trees and Greens Working Party. Cllrs Bates, Green, Holwell and Mountain.</b> <b>a) To receive any update from the Working Party following meeting</b> The TAGWG met recently and looked for locations to replant trees as some have to be removed (including the Poplar at Spring Close) and when the war memorial work is decided. <b>b) To note tree works taking place at Spring Close on 20/12/21.</b> This was noted.
	115.2	<b>Checkers reports/village maintenance</b> <b>a) To note hedge along disputed track trimmed, decide if long term arrangement needed.</b> This was noted and it was agreed that the Parish Council will not assume ongoing responsibility for the work as the land/hedge is not owned by them. <b>b) To receive update on damaged Polish war memorial and agreed insurance/repair. To resolve payment of £250 towards repair.</b> This was noted and agreed. It was stated that the ownership issue needs to be clarified following reinstatement and improvement of the memorial. <b>Action Cllr Nicol. Clerk</b> to confirm to insurance company re claim. <b>c) To receive any checker reports completed for November, Cllr Green completed, and agree any actions necessary. To note December checker Cllr Cherry and checkers list for 2022.</b> Cllr Green did the checks and the Clerk reported back findings and ideas - she'd trimmed the Close hedge and suggested new speed signs on the Drift. <b>d) To decide if new bin needed</b> (The Close/Crescent) and resolve expenditure. This was carried forward to the next meeting. <b>e) To note street lighting project payback term and check of contract</b> – changed to reduced consumption. This was carried forward to the next meeting.
	115.3	<b>Village Hall update from Cllr Woodman and herewith.</b> <b>a) to receive latest minutes/update from committee.</b> These were received and noted, with no further comments.
	115.4	<b>Vehicle Activation Devices and Traffic Working Group, Cllr Green, Cllr Woodman.</b> <b>a) To receive feedback from group</b> Cllr Woodman explained that the Section 50 is in hand to be able to move the VAD elsewhere.
	115.5	<b>Joint Action Group/Police Liaison Representative (PLR) Cllr Mountain</b> <b>To receive minutes and feedback from last meeting, Cllr Mountain attended. Next meeting w/c 10/1/22.</b> Cllr Mountain reported back from the meeting in brief, including the police liaison representative role and how the climate change issue is affecting the work of the police.
	115.6	<b>Village Plan Working Party Cllr Green, Cllr Woodman, D Davenport and C Nelson</b> <b>To receive any update on village website development, as per proposed project.</b> There was nothing new to report.
21/116	<b>ALLOTMENTS</b>	
	116.1	<b>To receive update from Allotment Manager, P Bates. (Damson tree reported)</b> P Bates reported no new issues.
21/117	<b>PLANNING</b>	
	117.1	<b>To note minutes from latest Planning Committee meeting on 16<sup>th</sup> November 2021 herewith and resolve any queries.</b> The minutes were received and noted, with no queries.
	117.2	<b>To elect a new member for the Committee. Next meeting 14/12/21, 7pm.</b> Cllr Woodman was elected to be a new member of the Committee, to start after the next meeting. <b>Action Cllr Woodman</b>
21/118	<b>CLERK AND CHAIRMAN CORRESPONDENCE /INFORMATION TO NOTE/BRING BACK TO FUTURE MEETING:</b> <b>To receive and note emails/information, herewith and resolve any follow up actions.</b> <b>a) NCALC updates including funding for Platinum Jubilee events and push for remote meetings legislation.</b>	

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



	These had been circulated previously and were noted.		
<b>21/119</b>	<b>CLOSED SESSION. Public are not included for reasons of confidentiality.</b> <b>119.1. to receive and note information relating to national protocol on the death of a senior public figure and check understanding, not circulated previously. Decide what action locally the PC might wish to take.</b> It was decided that this will be carried forward to discuss in more detail and minimum action agreed in the meantime.		
<b>21/120</b>	<b>ORDERS FOR PAYMENT To agree payments to be made as follows;</b> The following payments were agreed;		
	<b>120.1</b>	Leics Gardens grass cutting as per contract for cuts in October plus nettles	£720
	<b>120.2</b>	Ink subs share reimburse Clerk Nov	£12.49
	<b>120.3</b>	SSE electricity street lighting bill as per contract	£118.51
	<b>120.4</b>	NCALC training OTAFS Cllr Green 9/11/21 £44, Planning Nuts and Bolts £152	£196
	<b>120.5</b>	NCALC training OTAFS 2 x Councillors, 2 x non-attendance £88 each	£88
	<b>120.6</b>	Eon maintenance charge	£75.60
	<b>120.7</b>	Village Hall hire 124	£18
	<b>120.8</b>	Stamford Stone (Woodland project from grant/donations)	£600 paid
	<b>120.9</b>	DSC Equestrian Services (Woodland project from grant/donations)	£358.80 paid
	<b>120.10</b>	Stablehire plant hire (Woodland project from grant/donations)	£558.24 paid
	<b>120.11</b>	HMRC employer payment, tax/NI deducted from salary, including employer NI	£81.20
	<b>120.12</b>	Wellers Hedley lease (Cricket club already paid half to PC)	£1110 total bill
	<b>120.13</b>	Cumbria Clock Co repair and cherry picker, agreed in April 2021, cherry picker amount higher	£978 plus £260
	<b>120.14</b>	Clerk mileage for Nov 2021	£8.10
	<b>120.15</b>	Clerk's new salary w/e/f 1/4/21 £828.95 plus £27 home office less employee tax/NI £50.93, payable 31/12/21	£805.02
	<b>120.16</b>	Clerk backpay April to November 2021	£127.44
<b>21/121</b>	<b>RECEIPTS</b>	<b>Income was noted as follows:</b> Wittering hire agreement Nov Cash donation for Woodland area Grant payment ref DSC Equestrian Services Grant payments due in December	£225 £200 £189 £18000
<b>21/122</b>	<b>DATES OF NEXT MEETINGS were noted as follows;</b> Parish Council meeting is Monday 10 <sup>th</sup> January 2022 at 7pm. Next PFIC meeting is 3rd February 2022, 7.30pm at the Village Hall. Next Planning Committee meeting is 14 <sup>th</sup> December 2021 at 7pm in the Priest House. See website for more details.		

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



North  
Northamptonshire  
Council

Deadline  
16/1/22

Jan. mtg 10/1/22

Chief Executive's Office  
Sheerness House  
41 Meadow Road  
Kettering, NN16 8TL  
Tel: 0300 126 3000  
[www.northnorthants.gov.uk](http://www.northnorthants.gov.uk)

All North Northants Town & Parish Councillors  
& Clerks

Date: 8<sup>th</sup> December 2021  
Our Ref GK/GL

Dear Town and Parish Councillors and Clerks,

**RE: VPACH2 - ADDITIONAL SITES FOR ON-STREET ELECTRIC VEHICLE CHARGING POINTS**

Access to on-street electric vehicle charging points (EVCPs) is essential to support the take-up of electric vehicles in areas with no off-street parking. Through the Virgin Park & Charge (VPACH2) project, the first on-street EVCPs are scheduled for deployment in North Northants by the end of December 2021. There are seven locations currently confirmed. You will find details at the following link. [Our Plans For On-Street Electric Vehicle Charging | Northamptonshire County Council \(smartmovenorthamptonshire.net\)](https://www.smartmovenorthamptonshire.net) All sites will have two 22kW/h EVCPs, each with two charging sockets.

The council has also recently consulted on a further 15 sites. Decisions on which will be progressed will be made by the end of this month.

We are now looking to identify further sites, but we need to move with haste if we are to utilise the support and funding available from Government via the VPACH2 project. I would like to utilise your local knowledge to help with this process by suggesting locations including in our smaller towns and larger villages. Below is a summary of the key criteria which will help you identify potential sites:

- Locations must be on-street, in or close to a residential area.
- The pavement width should be at least 2 metres wide.
- The location should be able to accommodate at least two charging bays, but preferably four.
- The EVCP cannot be installed within 2.5m of any electrical equipment (e.g. street light or cash point machine).
- Roads must be adopted highway

Suggested locations should be emailed to [ev@northnorthants.gov.uk](mailto:ev@northnorthants.gov.uk) The deadline for suggesting sites is **16<sup>th</sup> January 2022**.



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These will then be reviewed with Liberty Charge (responsible for installations and the Charge Point Operator). The next stage will be a public survey with local residents together with a statutory TRO consultation to ensure that the parking bays are available for charging. This would be similar to the process for the sites already confirmed, but progression is dependent on a sufficient pipeline of sites.

If you have any questions please contact Peter Robertson in the VPACH team at the following email address: [peter.robertson@westnorthants.gov.uk](mailto:peter.robertson@westnorthants.gov.uk).

Yours faithfully,

Cllr Graham Lawman  
Executive Member for Transport, Travel and Assets

**Minutes of the Planning Committee meeting of Easton on the Hill Parish Council held  
on Tuesday 14<sup>th</sup> December at 7pm in the Priest House, High St, Easton on the Hill**

**Present:** Cllr I Lawson, Cllr Mountain and Cllr J Watson

Clerk: J Rice

Members of the public: None

<b>PC/21/48</b>	<b>TO NOTE RESIGNATION OF COUNCILLOR HAMILTON AND ELECT A NEW CHAIRMAN OF THE COMMITTEE</b> This was noted and a nomination for Cllr Lawson to be Chairman was received. This was proposed, seconded and all voted in favour. Cllr Lawson was duly elected and then chaired the meeting.
<b>PC/21/49</b>	<b>APOLOGIES FOR ABSENCE</b> <b>To receive and note apologies received by the Clerk.</b> There were no apologies for absence.
<b>PC/21/50</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> There were no declarations of interest made.
<b>PC/21/51</b>	<b>PUBLIC TIME. Arrangements will be made for the public to join the meeting. A maximum of 15 minutes will be permitted for members of the public to address the meeting on any item on the agenda.</b> There were no members of the public present.
<b>PC/21/52</b>	<b>TO RECEIVE AND AGREE AS CORRECT THE MINUTES OF THE LAST MEETING ON 16<sup>TH</sup> NOVEMBER 2021. CHAIRMAN TO SIGN.</b> The minutes had been previously circulated, were agreed as a true record and duly signed by the Chairman.
<b>PC/21/53</b>	<b>TO DISCUSS AND AGREE PARISH COUNCIL RESPONSE TO THE FOLLOWING <b>NEW</b> PLANNING APPLICATIONS:</b> a) <b>NE/21/01740/TCA Remove Cedar tree to just above ground level – the tree is co-dominant with 4 stems arising from the base with bark-included forks – one of the stems recently failed and there is a strong likelihood that one of the others may too fail - at 21 Church St. Deadline 25/12/21</b> There were no issues raised and it was agreed to support this application. <b>Action Clerk</b> b) <b>To note correspondence re application from Highways England for an Order Granting Development Consent for the A47 Wansford to Sutton scheme and appointment of Examining Authority and invitation to preliminary meeting on 11/1/22 and notification of hearings. Resolve any action.</b> This was noted and agreed no action necessary.

PC/21/54	<p><b>TO NOTE PLANNING APPLICATION AWAITING DECISIONS OR DECISIONS MADE SINCE LAST MEETING:</b></p> <p>The following applications were noted as follows:</p> <ul style="list-style-type: none"> <li>a) NE/21/01568/ FUL insertion of 2 roof lights, replacement ground floor window and change of dormer window to full height window to the rear elevation at 52 High St. Deadline 26/11/21. Response sent, <b>awaiting decision.</b></li> <li>b) NE/21/01508/TCA. Large Walnut, crown reduction at Knowle House, 5 Garford Lane. Response sent, <b>awaiting decision.</b></li> <li>c) NE/21/01394/EXT Seeking development consent for upgrading section of the A47 between Wansford and Sutton, west of Peterborough, to a new dual carriageway partly to the north and partly to the south of the existing A47 plus a free flow link from the A1 southbound. Deadline 22/10/21. Response sent. <b>Consultation response is no objection.</b> See procedure above.</li> <li>d) NE/21/00996/FUL amendment plan to include metal estate style fencing to garden boundary relocation of a new low level front garden wall. No new comments needed. <b>Awaiting decision.</b></li> <li>e) 21/01342/TCA Remove Yew and remove Cherry at 15 High St. Deadline 8<sup>th</sup> October. Response sent. <b>Permitted 7/12/21</b></li> <li>f) 21/01356/TCA remove Eucalyptus tree, remove silver birch at 21 Church St, deadline 7<sup>th</sup> October. Response sent. <b>Permitted 10/12/21</b></li> <li>g) 21/00859/FUL proposed 2 storey side and rear extensions with loft conversion with larger first floor windows and dormer to west elevation, roof lights to east and west elevations and garage conversion at 53A Church St. Deadline 1<sup>st</sup> October. Response sent, <b>awaiting decision.</b></li> <li>h) Query re enforcement at 17 High St for mock Collyweston roof. <b>A re-visit is planned, no update as yet received.</b></li> <li>i) 20/01540/FUL Demolition of s/s rear extension, erection of double storey rear extension, addition of 2 dormer windows at 6 The Lane was refused permission. <b>Gone to appeal, awaiting decision.</b></li> <li>j) NE/21/00996/FUL relocation of low-level front garden wall to create a wider driveway and new vehicular gates at 21 Church St. Deadline 30/7/21 <b>Awaiting decision. See above.</b></li> <li>k) 21/01185/FUL proposed development of 4 detached dwellings at land off Orchard Way – Parish Council response sent. <b>Awaiting decision. Clerk to enquire re process for S106 monies Action Clerk</b></li> </ul>
PC/21/55	<p><b>It was noted that Cllr Woodman was elected at the Parish Council meeting as a new member of the committee (from the next Planning meeting) and will attend a course on 13/1/22. Action Clerk to book.</b></p>
PC/21/56	<p><b>TO AGREE DATE OF NEXT MEETING, depending on new applications.</b></p> <p>The date of the next meeting was agreed as Thursday 27/1/22 at 7.30pm in the Village Hall unless otherwise notified.</p>