

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

held on 3rd February 2022 at 7.30pm at the Village Hall, New Road, Easton on the Hill

Present: Councillors P Bates, R Holwell and S Woodman
and Non-Councillors: B Connolly, K Cox and D Davenport
Clerk: J Rice

| | |
|--------|---|
| PFC/77 | <p>TO ELECT A CHAIRMAN OF THE PFIC To take nominations for Chairman (from Councillor members as per current Terms of Reference) and vote to elect. Cllr Woodman was proposed, seconded and all voted to elect Cllr Woodman to be Chairman for this meeting (only).</p> |
| PFC/78 | <p>APOLOGIES FOR ABSENCE To receive and note apologies received by the Clerk. No apologies were received by the Clerk. Cllr Cherry, L Hallam and J Boulton were not present. There is one, current vacancy.</p> |
| PFC/79 | <p>DECLARATIONS OF INTEREST To receive all declarations of interest under the Council's Code of Conduct related to business on the agenda. (Members should disclose any interests in the business to be discussed and are reminded that the disclosure of a Disclosable Pecuniary Interest will require that the member withdraws from the meeting room during the transaction of that item of business). To check that all members' declarations of interest have now been completed. There were no declarations of interest made.</p> |
| PFC/80 | <p>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. 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.</p> |
| PFC/81 | <p>To receive and agree as correct the minutes of the meetings on 2nd December 2021, previously circulated. Motion: To accept minutes and Chairman to sign the minutes. The minutes were agreed as a true record and duly signed by the Chairman.</p> |
| PFC/82 | <p>To receive up to date situation regarding phase 2 equipment installation, fencing, seating and car park repairs. Motion: to agree plan of action. The Clerk confirmed that Wicksteed have stated the install date of the zip wire, swings, roundabout and other equipment will not be before end of April 2022. The last claim date for the remainder of the grant is 30th April so this will need to be carefully managed. The Clerk will alert the Augean grant administrators. Action Clerk Cllr Woodman confirmed one fence has been done and the other is to be done asap. It was agreed to keep the stile however ask the contractor to change the step height or add another step if possible. Action Cllr Woodman Bench seating will be installed when the rest of the equipment is in situ and available space is known. The car park is muddy and soft and will be addressed in the spring with more grass seed and closing off in parts if necessary. Action K Cox, Cllrs Holwell and Woodman. It was noted that the presence of a Councillor on the last match day was much appreciated and will be fed back to the Parish Council via the update. The Clerk explained that new signs for the Drift will also be discussed and agreed at the next meeting.</p> |
| PFC/83 | <p>To note NNC Community grant application submitted for the Woodland project of £2550, decision due/chased. Motion: to agree plan of action on any more fundraising. This was noted and further fundraising, possibly via the National Lottery, will be put on hold until the new committee is in place.</p> |

Signed by Chairman _____ Date _____

| | |
|---------------|---|
| PFC/84 | <p>To receive and note latest Terms of Reference for the Playing Field Management Committee w/e/f April/May 2022, previously circulated. To note interested members from current members.</p> <p>These were received and noted. Existing members present expressed an interest in continuing on the new committee or “Friends of” working party.</p> |
| PFC/85 | <p>To receive and note overall playing field/Council budget situation and planned split of budget for PFMC from April 2022. To discuss and raise/answer any queries.</p> <p>The information was received and noted. An adjustment is needed to the figures and they are ongoing/ever changing until the end of March depending on expenditure and income. It is anticipated the overall playing field budget over the last 2 years will be within budget. Action Clerk</p> |
| PFC/86 | <p>To note agreed event planned on Saturday 19/2/22 2pm to 4pm to increase awareness and get feedback on Playing Field development plans and PFMC. To receive and note PC draft action plan including PFMC actions for comment, herewith.</p> <p>Motion: to agree plan of action</p> <p>The outline plans were confirmed and attendance from all was encouraged. K Cox was thanked for delivering all of the flyers about the event. The Clerk read out the draft Action Plan playing field objectives to get feedback on at the event. Volunteers to be part of the committee, working party and caretaker role will be sought at the event. Interest in helping with tree planting the next weekend will also be garnered at the event. Action All</p> |
| PFC/87 | <p>To agree the date and time of the next PFIC meeting.</p> <p>It was agreed that the next meeting date would be set as 17/3/22 at 7.45pm at the Village Hall unless otherwise notified.</p> |

Signed by Chairman _____ Date _____

Minutes of the Easton on the Hill Parish Council meeting

Held at Easton Village Hall at 7pm on Monday 10th January 2022

Present; Councillors; P Bates, R Holwell, C Green, I Lawson, C Mountain, T Nicol (Chairman), J Watson (arrived 7.20pm at 128.7) and S Woodman.

Clerk: J Rice

Members of the public: D Davenport, Mr S (Cllr) Cherry phoned in for part of the meeting.

| | | |
|--------|--|---|
| 21/123 | APOLOGIES FOR ABSENCE To receive apologies sent to the Clerk. Cllr Cherry sent apologies to attend in person. | |
| 21/124 | 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 were no declarations of interest made. | |
| 21/125 | PUBLIC PARTICIPATION 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. Chairman to remind meeting members of one Nolan principle from Code of Conduct. The members of public had no comments in public time. The Chairman reminded all Councillors/members about the Nolan principle of "Honesty" in all that they do. | |
| 21/126 | MINUTES OF THE LAST MEETING (previously circulated) To confirm as correct the record of the minutes of the meeting held on Monday 13th December 2021 previously circulated and herewith. Please note 115.2 d) and e) C/F. Chairman to sign the minutes. The updated minutes were confirmed as correct and duly signed by the Chairman. | |
| 21/127 | MATTERS ARISING from previous meeting, not covered by this agenda. | |
| 21/128 | GOVERNANCE, FINANCE AND TRAINING | |
| | 128.1 | To receive and note report from Ward Councillor if available. It was noted that Annabelle De Capell Brook has resigned as Ward Councillor after moving to Norfolk. |
| | 128.2 | To receive and note finance internal control check feedback for December. Cllr Cherry confirmed that the checks were completed and no concerns were raised. The November checks are in progress due to an issue with the bank statement sent through. Action Clerk |
| | 128.3 | To receive month's financial report to date and resolve any queries/ issues, herewith. The Clerk went through the report stating that due to a VAT reclaim, an insurance claim and the grant all being paid in, the bank account is unusually high at 52k. The 3k contribution to general reserves were confirmed as reduced by 1k due to the clock repair. Some expenditure on playing field not yet spent and overall position dependent on income from Macca (not as expected) but end of year forecast still close to budget. |
| | 128.4 | To receive feedback from any training/briefing attended and note new bookings for training, Cllr Holwell 19/1/22 and Cllr Cherry tba, Cllr Woodman for Planning 13/1/22. Bookings were noted. There was no new feedback. |
| | 128.5 | To receive and note revised Finance working group terms of reference as agreed, herewith. These were received, noted and agreed. Action Clerk to put on website. |
| | 128.6 | To note new bank signatories in place. The Clerk stated the log in details were delayed due to the postal system staff issues. |
| | 128.7 | To elect Vice-Chairman following resignation of Cllr Dow. (Cllr Watson arrived at 7.20pm) The only nomination was for Cllr Watson and this was proposed, seconded and voted unanimously in favour. |

Signed by Chairman _____ -

| | | |
|---------------|--|---|
| | 128.8 | <p>To note bi-election notice displayed until 24/1/22 before co-option can take place and to agree to promote interest in vacancies.</p> <p>The Clerk explained the process and will do a poster for applications by 7/2/22 if no bi-election is called by 24/1/22, so that they could be co-opted at February's meeting. All Councillors to try to gain interest and get applicants. The Clerk confirmed there had been one interest to date. Action Clerk</p> |
| | 128.9 | <p>To receive and note first draft Action Plan, to follow.</p> <p>The Clerk had circulated a draft and it was agreed that community involvement was a key factor since Covid lockdowns and less face-to-face meetings for a while. It was agreed that the plan could be displayed at an open event to gain feedback and input from MOPs before finalising. The event would be mainly for the Playing Field Improvement Committee though, to gain interest in the new committee and get feedback on plans and ideas. A budget of £100 for refreshments and printing was agreed and a sub-group of Cllrs would meet to arrange the Council communication and input. Action Cllrs Woodman, Green and Mountain. The action plan will be separated for display. Action Clerk</p> |
| 21/129 | PLAYING FIELD IMPROVEMENT COMMITTEE (PFIC) AND GENERAL PF AND CRICKET CLUB ISSUES | |
| | 129.1 | <p>To receive, note and agree final revised Playing Field Management Committee Terms of Reference. These were received, noted and agreed. It was noted that the cricket club lease has been finalised and needs registering with the land registry. The Clerk and the Chairman of the CC are liaising over this with a view to the CC arranging completion. Action Clerk</p> |
| | 129.2 | <p>To note new NNC community grant application submitted for Woodland Area "Wild Woodland Way"</p> <p>The Clerk confirmed that Cllrs Woodman and K Cox had met with her to complete the application by the deadline of 20/12/21 for the grant towards just the Woodland Area. The acknowledgement stated a decision would be given in January.</p> |
| | 129.3 | <p>To agree to a "Your Playing Field" village hall open meeting and date, possible 19/2/22, plus refreshments.</p> <p>See 128.9 above. The date was agreed as 19/2/22 in the village hall at 2pm to 4pm. It was requested that as many Councillors and committee members that can make it the better. Action all</p> |
| | 129.4 | <p>To note approach from Stamford Rugby Club for use/hire of the Playing Field, awaiting details.</p> <p>This was confirmed as the Stamford College Old Boys Rugby Club and more details yet to be sent, although the area may be too small and they have been told of the ongoing agreement with Macca and Wittering Premier FC.</p> |
| 21/130 | REPORTS FROM REPRESENTATIVES | |
| | 130.1 | <p>Trees and Greens Working Party. Cllrs Bates, Green, Holwell and Mountain.</p> <p>a) To receive any update and plans for future works. It was confirmed that some planting of the free trees in the playing field will take place soon and there may be some for Spring Close in due course. It was confirmed that a spring litter pick and clearance of the pond will take place again in the better weather. Action Cllr Woodman and TAGWG</p> <p>b) To note tree works carried out as agreed and bill paid. This was noted.</p> |
| | 130.2 | <p>Checkers reports/village maintenance</p> <p>a) To receive update on damaged Polish war memorial and agree ownership and planning permission for replacement.</p> <p>There are loose plans for a re-build and location and this will be firmed up with Cllr Holwell. Ownership by the PC is to be assumed and continued as it is now. Enquiries regarding planning permission for a new structure are being made. Action Cllrs Lawson and Holwell.</p> <p>b) To consider new speed signs/actions to reduce speeding on The Drift. (Cllr Green)</p> <p>Cllr Green reported that the visibility is ok if the hedge is well maintained. Cllr Green also suggested new speed signs and it was agreed to investigate if "Caution, children! Signs are possible. A proposal will be put forward next month. Action Clerk, Cllrs Green and Woodman</p> <p>c) To receive and note any checker reports completed for December by Cllr Cherry and agree any actions necessary. To note January 2022 checker is Cllr Bates, forms sent.</p> <p>No issues were reported by Cllr Cherry. The spare part for the air skier is the wrong one so will be queried. The checkers list was updated due to vacancies. Action Clerk to circulate.</p> <p>d) C/F to decide if new litter bin needed (The Close/Crescent) and resolve expenditure.</p> <p>It was decided this was an unnecessary expense at present and the situation is to be</p> |

Signed by Chairman _____ -

| | | | |
|--------|--|--|--------|
| | | <p>reviewed for any future problems.</p> <p>e) C/F to note report on street lighting contract and payback terms/changed inventory, previously circulated. The Clerk had circulated the crude calculations on the payback of the street lighting cost to convert to LED and this was explained briefly and noted. It was agreed that an investigation into the current situation was needed as there are still many old lanterns that are not converted despite the works over two years ago and the phasing out of spare parts due soon. Action Clerk</p> <p>f) To note Great British Spring Clean 25/3 to 10/4 and decide whether to join in The TAGWG will review this later in the better weather.</p> | |
| | 130.3 | <p>Village Hall update from Cllr Woodman and herewith.</p> <p>a) to note there was no meeting in December so there is no further update. It was noted that the next meeting is the 17/1/22.</p> | |
| | 130.4 | <p>Vehicle Activation Devices and Traffic Working Group, Cllr Green, Cllr Woodman.</p> <p>a) To receive any feedback from group. Thanks were given to Cllr Woodman for changing the batteries and he confirmed that the Section 50 location agreement is being changed.</p> <p>b) To note request for additional sites for on-street electric vehicle charging points, deadline 16/1/22, information herewith. It was confirmed that there is nowhere suitable for these in the village.</p> | |
| | 130.5 | <p>Joint Action Group/Police Liaison Representative (PLR) Cllr Mountain</p> <p>To receive minutes and feedback from last meeting on 6/1/22, Cllr Mountain. It was noted that there has not been another meeting as yet.</p> | |
| | 130.6 | <p>Village Plan Working Party Cllr Green, Cllr Woodman, D Davenport and C Nelson</p> <p>To receive any update on village website development, as per proposed project. D Davenport and Cllr Woodman explained the outline proposal and it was agreed that Cllr Nicol will follow up the next steps with G Lilley to get his ideas. Action Cllr Nicol</p> | |
| 21/131 | ALLOTMENTS | | |
| | 131.1 | <p>To receive update from Allotment Manager, P Bates. (Damson tree reported) P Bates reported no problems at the allotments. Longhurst to be chased up about the tree. Action Clerk</p> | |
| 21/132 | PLANNING | Committee members Cllr Lawson, Cllr Mountain and Cllr Watson. | |
| | 132.1 | <p>To note minutes from last Planning Committee meeting on 14th December 2021 herewith and resolve any queries. (Note new Chairman elected, Cllr Lawson.) These were both noted.</p> | |
| | 132.2 | <p>To note feedback from housing survey and decide to meet or not. Councillors received and noted the survey from HSL. It was agreed that the PC maintains a neutral stance on a development option and that they would be invited to a future Planning Committee meeting in February and questions are invited from Councillors beforehand. Action Clerk, all</p> | |
| 21/133 | <p>CLERK AND CHAIRMAN CORRESPONDENCE /INFORMATION TO NOTE/BRING BACK TO FUTURE MEETING: To receive and note emails/information, herewith and resolve any follow up actions. To decide to send a letter of thanks to the villagers who organised the illuminated Christmas tree on the green. (Geoff Calder, Bill and Emma Hanson, Glenis Woodman) This was agreed. Action Clerk</p> | | |
| 21/134 | <p>CLOSED SESSION. Public are not included for reasons of confidentiality. 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 from ideas in NCALC survey, herewith. The ideas were discussed and it was agreed what elements the PC will undertake to do. Action Clerk to check one with church.</p> | | |
| 21/135 | RE- OPEN SESSION. ORDERS FOR PAYMENT – payments were agreed to be made as follows; | | |
| | 135.1 | Ink subs share reimburse Clerk Dec 21 | £12.49 |
| | 135.2 | SSE electricity bill to follow | tbc |
| | 135.3 | Village Hall hire invoice 137 | £18 |
| | 135.4 | Clerk mileage for December 2021 | £10.80 |
| | 135.5 | Clerk stationery and postage £9.99 and £1.83 | £11.82 |

Signed by Chairman _____ -

| | | | |
|---------------|---|---|--------------------------------------|
| | 135.6 | Padlock after break in - reimburse K Cox | £39.98 |
| | 135.7 | Election costs NNC | £1215.44 |
| | 135.8 | Clerk's new salary w/e/f 1/4/21 £828.95 plus £27 home office less employee tax/NI (£10.23) payable 31/1/22 | £845.72 |
| | 135.9 | Employer/ee HMRC PAYE payment (Employee £10.23, employer NI £12.69) | £22.92 |
| 21/136 | RECEIPTS | To note income received VAT reclaim submitted, received Dec Hire charge from Wittering Premiair for Dec Insurance claim, received Dec | £3834.45 £180 (now paid) £3235 |
| 21/137 | DATES OF NEXT MEETINGS To note that the date of the next Parish Council meeting is Monday 14 th February 2022. Next PFIC meeting is 3rd February 2022, 7.30pm at the Village Hall. Next Planning Committee meeting (if it goes ahead due to no new applications) is Thursday 27 th January 2022 at 7.30pm in the Village Hall. See website for more details. | | |

Signed by Chairman_____ -

**FINANCE REPORT
TO END OF
JANUARY 2022**

| | ACTUAL TO DATE 83% thru yr | | | % of budget spent so far |
|--|-------------------------------------|-----------------------------|--|--------------------------|
| BUDGET | | | | |
| Payments (excluding VAT) | | | | |
| Staff costs inc hmrc | £9,953.00 | £8,877.57 | | 89.19% |
| Insurance | £1,021.00 | £1,055.00 | | 103.33% |
| Room Hire | £200.00 | £258.87 | | 129.44% |
| Admin costs, station, post, miles. bank | £850.00 | £401.54 | | 47.24% |
| 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 | £1,354.51 | | 64.50% |
| Solicitor | | £- | | #DIV/0! |
| Parks & Open Spaces, grit, bins, trees | £5,605.00 | £5,392.02 | | 96.20% |
| Asset Maintenance | £1,225.00 | £1,562.01 | | 127.51% |
| 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! |
| Total Payments | £23,728.00 | £21,128.72 | | 89.05% |
| Regular | Cumulative | | | |
| Receipts (excluding VAT) | | | | |
| 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 | | £3,727.50 (insurance claim) | | #DIV/0! |
| | | £- | | #DIV/0! |
| Total Receipts | £34,288.00 | £38,206.90 | | 111.43% |

Projects/reserves

| | | | |
|------------------|------------------|------------------|---------------|
| General reserves | £3,000.00 | £1,075.00 | |
| LGR/Tgn | £500.00 | £- | |
| Election | £300.00 | £1,215.44 | |
| Notice board/Sol | £1,000.00 | £925.00 | |
| Total | £4,800.00 | £3,215.44 | 66.99% |

Receipts PF**INCOME/BUDGET**

| | |
|-------------------|------------|
| playing field | £5,500.00 |
| Hire | £3,122.00 |
| Maud Elk grant | £750.00 |
| Augean grant | £19,871.83 |
| Donations PF/Wood | £2,122.22 |

31366.05

Expenditure playing field to date

£7,583.79

Difference

-£23,782.26

See notes below**Notes**

- Basic budget is 89% spent, 83% through year
- Basic income includes £3235 insurance claim and Augean grant not yet spent, so bank balance higher than would normally be
- **Playing field budget** does not include play equipment invoice of 30k to come and also fencing x 2 invoices totalling £2500. Budget to include £3k reserves C/F from LY and also £2812 balance of donations C/F plus income from WFC approx. £400.
- Expected PF net expenditure to be £650 under available funds
- Income of £145 from shop to be added in next month – budget heading tbd

Bank reconciliation**end of Jan-22**

| | | |
|---------------------------|--|---|
| 3/31/2021 | B/F balance | 21754.6 |
| | plus receipts to date | 73533.77 |
| | less payments to date | 45564.61 |
| | Balance | 49723.76 (includes 18k grant and £3257 insurance payout not spent) |
| Bank statement | Unity Bank current | 49758.87 |
| Adjustments | less £35.11 not yet authorised by signatories, now done. | |
| Agrees with balance above | | 49723.76 |

Reserves projection

Cash Reserves projected end of 21/22

Bank balance C/F £21,755

plus FY income £76964 (will also include vat of £5965 on equipment to be reclaimed asap)

less FY costs £84800 (depending on play equipment payment)

Balance end yr 2022 £13919

Reserves equal to

Earmarked £300.00 election build up £300

General £13619 depending on PF budget

Effect from proposed budget 22/23

Budget underspend of £529

Adding 3k to general reserves

Total £17448 Equals:

Earmarked £300.00 election build up

£200 clock maintenance

Leaves general £16948

Additional information for Feb 22 meeting

Lighting contract and current situation February 2022

- The PC agreed to replace 50 old lanterns in 2019, the oldest and most inefficient, saving between 67-78% energy costs. These were all done.
- This left 21 lanterns out of a total of 81 that are still 36 watt PL which are not as old but 47% less efficient than the new LED ones, at various locations around the village including The Brambles.
- This is 26% of the total lanterns that are not LED.
- The old “lamps” are due to be replaced in 2022 as part of the normal maintenance agreement – just the lamps not the lights.
- They are still manufacturing these older lights for the foreseeable future so no urgency to replace.
- The cost to convert these 21 old lanterns to LED is £350 per light plus vat, **total £7350 plus vat.**
- Maintenance contract currently £63 per quarter and set to increase from April 2022 to **£235 per quarter** – See below.
- Electrical testing is meant to be done every 6 years and they have no record of this being done for EOTH PC. It is a cost of £27 per light so **£2187 total or £1215 plus vat if do before April 2022.** See note below as the latest information..

“I apologise as E.ON hasn’t increased our maintenance rates since 2007 but this has been to the advantage of the Parish Councils over the last 15 years. The price increases mostly reflect the current cost of the lamps.

As the asset owners, you are responsible for the street lights to be electrically tested as per B.S. 7671 and ATOM’s guidance note 22. If there was to be an incident, where someone received an electrical shock from one of your street lights, you would be required to produce evidence that the street light had been satisfactorily electrically tested within the recommended period – which is 6 years.

To help the Parish Council, I can arrange for the electrical testing of all your 81 street lights to be carried out this summer at a discounted rate of **£1215 + VAT**

This price is open for acceptance until the 1st April 2022.”

Call for sites submission

Dear Sir or Madam,

North Northamptonshire Council is developing a Housing and Economic Land Availability Assessment (HELAA) for the area and invites interested parties to help shape its development.

The main role of the HELAA is to help the Council identify a supply of land which is suitable, available and achievable for future housing and economic development uses and provide an evidence base to inform the plan making process.

To help identify this land, we have launched a [Call for Sites](#) today to which yourself, or interested parties, can submit details of sites considered to have potential for future development and which may be considered for inclusion in the HELAA.

Please note, however, this Call for Sites does not represent a formal consultation as it is, instead, an information gathering exercise. In addition, neither the Call for Sites or the HELAA will determine whether a site should be given planning permission or allocated for development. However, together they will help to identify a pool of sites which have development potential for a range of land uses.

The Council now welcomes submissions to the Call for Sites from today (Wednesday January 12th) until Monday April 25th 2022.

Submission form

An online form has been developed to assist with the submission of land for potential inclusion in the HELAA which is available [here](#). **Please note you will be unable to save progress whilst completing this form and to aid this process it is recommended you firstly review the electronic (word) version of the online form which is available on the Council's [consultation hub](#).**

It is the Council's preference that site submissions are made via the online form although we will also accept completed versions of the word document and associated attachments (which can be emailed through to planningpolicy@northnorthants.gov.uk).

Please note that you will need to complete a separate form for each site that you wish to put forward for assessment.

Site Information

Please note that sites will only be assessed when the following information is provided via the submission form:

- Contact details of landowner or person submitting on their behalf
- Site details (including size and location)
- Site map (**if making an e-mail submission it is critical that you include a site/location map as without this we are unable to consider the site for assessment**)
- Details of proposed site uses and capacity

- Details of any existing constraints/barriers to delivery
- Site availability, achievability and market interest
- Site delivery timeframes (site deliverability)

Past site submissions

Please Note: past site submissions made to North Northamptonshire's former local authorities (Corby, East Northamptonshire, Kettering and Wellingborough) and the North Northants Joint Planning and Delivery Unit will need to be resubmitted through the current Call for Sites exercise (this includes those previously included in the [Strategic Housing Land Availability Assessment](#) and local employment land studies). This is to ensure that Planning Officers have the latest site information to draw from during site assessments. These sites will not be carried forward otherwise.

Approach to Methodology and Criteria

Alongside the Call for Sites, the Council has today also issued two papers that outline potential approaches to a **Methodology** and **Site Assessment Criteria** on which we also invite feedback from interested parties to aid development of the HELAA. If you wish to provide comments on one, or both, of these documents, please do so by completing the respective feedback forms available on the [consultation hub](#) and emailing these to planningpolicy@northnorthants.gov.uk by Monday April 25th 2022.

More Information

More details on the HELAA, including the Call for Sites process, are available on the following webpages:

- [North Northants Council Consultation Hub](#)
- [Call for Sites – Online Form](#)

Contact us

If you have any queries about this consultation, or if you require assistance with the online form, please contact Planning Policy by emailing planningpolicy@northnorthants.gov.uk or call Customer Services on 0300 126 3000 and request a call back from the Planning Policy team.

If you no longer wish to be contacted by North Northamptonshire Council with regards to consultations on matters of Planning Policy, Strategic Planning or Local Planning, please notify the Planning Policy team at the following email address: planningpolicy@northnorthants.gov.uk

Payroll service offer

Dear Jenny,

Northants CALC is always looking for ways to improve and widen the benefits we offer to our member councils. The subject of payroll is an ongoing issue for many, with concerns around accuracy, compliance when running it in-house, and the affordability of outside providers. With this in mind, we have teamed up **DCK Payroll Solutions** (www.dckpayrollsolutions.co.uk) to design a new service that will be of particular interest to smaller councils.

DCK Payroll Solutions provides payroll services to town and parish councils across the country with a real focus on service and efficiency and fully appreciates the difficulty many councils, especially smaller or lower precept councils, face in terms of financial restraints, access to professional payroll service and payroll knowledge. Northants CALC and DCK Payroll Solutions are therefore delighted to announce the launch of a brand-new, affordable **Payroll Lite Service**, available to member councils only, in time for the swiftly approaching new tax year.

Available on a monthly, bi-monthly, or quarterly frequency, to member councils with a **maximum of two employees with fixed salaries**, the Payroll Lite Service offers enormous savings (66% on average!) on the standard nationwide fee, subject to enough members signing up.

Please see <https://www.northantscalc.com/uploads/payroll-lite-service-2022.pdf> for details of the service and pricing. The idea is to **onboard councils from 1 April 2022**. Expressions of Interest (EOIs) are sought by return and then full registration must be completed at least three weeks prior to any payroll being run (e.g. if your council requires monthly, all forms would need completion by mid-March, bi-monthly would need completion by mid-April etc). To register your council's interest now, please complete the form at: <https://forms.office.com/r/4Gevnn0m7e>. A representative from DCK Payroll Solutions will contact you to discuss your requirements.

For larger member councils whose staffing size or structure does not meet the Payroll Lite Service criteria, DCK Payroll Solutions is offering discounted set-up fees, subject to payroll service provision commencing in April 2022. This could also offer you substantial savings along with enhanced internal control, and ensure you have everything in place for a smooth transition come the new tax year. Should you be interested in finding out more about how DCK Payroll Solutions can help you and to secure the discounted set-up rates, please email payroll@dckpayrollsolutions.co.uk quoting reference "Northants CALC PLS" with the name of the Council, number of employees, payroll frequency and pension details (LGPS, NEST etc) for a free no-obligation quotation.

I hope that this new service will be of interest and that it will help improve governance standards and save time for busy clerks. Outsourcing payroll makes sense from an internal controls point of view and it's one less thing for the clerk worry about!

Let me know if you have any questions.

Best regards,

Danny.

Costs are £130 if paid monthly as now plus set up charge or £75 if paid quarterly.

Notes

- My time to do this is fiddly but quite small and will still involve liaising with the service provider and sending/using the data for reporting, budgets, pay increases, bank payments, A/L etc
- One benefit is that an external person does the payroll rather than me, but I would provide the information still I assume!
- The HMRC system is quite easy to use and will produce a payslip.
- I'd conclude that it is not worth the money at present.

Asset mapping project

Dear Jenny,

As promised, I am writing to you to confirm a grant of £279.38 has been allocated to Easton on the Hill Parish Council.

The amount is determined using the formula $£200 + (£0.09 \times \text{electors})$, based on your electorate of 882.

The grant is for councils that are actively engaging in our Asset Mapping Project (www.northantscalc.com/amp). We asked Easton on the Hill Parish Council to set up an AMP Working Group to carry out the asset mapping activity in February and March 2022 and the grant recognises that the working group may incur some cost in terms of officer time. The grant is not intended to represent an hourly rate, or a total project cost, it is simply to assist councils to defray the cost of facilitating the working group and the grant may be used however the council wishes in connection with the project.

To claim your grant please visit <https://forms.office.com/r/cuhjNPywcQ>. You will be asked to:

- 1) Confirm by providing the minute reference that Easton on the Hill Parish Council has established an AMP Working Group
- 2) Provide the council's bank account number and sort code for the grant to be paid by BACS

The deadline to claim your grant is **5pm on Friday 18 March 2022**.

The money comes from the government grant awarded to Northants CALC of £281,625 under the UK Community Renewal Fund (CRF) for a project looking at the devolution of assets and services from principal councils to parish and town councils. The total monies we are dispersing to parish and town councils in Northamptonshire is £95,680, which is approximately one third of the total grant. The other two thirds is supporting project officer and consultant time and a new Association Management System.

If you have any questions about your AMP grant or how to claim it, please email Sophie Harding at sharding@northantscalc.com.

Thank you for taking part in the Asset Mapping Project. We are holding a couple of free sessions on **Wednesday 9 February 2022** for clerks and councillors to come along and ask questions about the project:

West Northants AMP Briefing 9 Feb 2022, 10:00 to 11:00 a.m.

Register here: [https://us02web.zoom.us/meeting/register/tZ0tde-trTssHNK7bkMFGVuqSBtgXMcEjpGr](https://us02web.zoom.us/join/https://us02web.zoom.us/meeting/register/tZ0tde-trTssHNK7bkMFGVuqSBtgXMcEjpGr)

North Northants AMP Briefing 9 Feb 2022, 12 noon to 1:00 p.m.

Register here: <https://us02web.zoom.us/join/zoom/register/tZEkf-qtqT0vH9Zckhk5I24vFHARJ25F4Xut>

The Drift – putting verge signs up

You've come to the right place. Although I am now employed by West Northamptonshire Council I am still covering the whole of the county for Definitive Map issues.

I have copied in my colleague, Sarah Cureton, who is the Rights of Way Officer for the Easton-on-the-Hill area. We're discussing Bridleway MW5, Sarah.

Now, as regards signage, any signs which are directed at public users of the highway would have to be official highway code specification 'road' signs. Having said that, signs directed at, or for the benefit of, private users of the lane, which vehicle drivers are, need not be compliant in this way. They merely **need to refrain from being misleading**. By that I mean they mustn't state or imply that walkers, cyclists or horse riders were not entitled to use the **lane or that they don't enjoy priority over other classes of traffic**.

So from that point of view I can see no reason why you shouldn't erect notices warning drivers of the presence of **walkers, including children, horse riders and cyclists**. You shouldn't make the notices appear to be official council road signs, otherwise I think you should be ok with the sort of wording you suggest. I suggest not making any notices in the style of official road signs as that could provoke complaints that the council is facilitating or encouraging vehicular traffic on a public bridleway, which of course we aren't. We're **merely acknowledging the legitimate private vehicle use associated with the parish council owned land reached via the bridleway** which, as you say, we have covered in great detail over the last few years.

I have copied my email in to Sarah as it will be to her that any one will complain if aggrieved in any way. So it is as well that she is forewarned and can say if she thinks what you are proposing might cause any issues. For my part I think what you propose sounds entirely reasonable. Oh, but make sure that you have the **permission of the landowner** upon whose land the sign(s) is/are erected, and make sure that they don't obstruct vision etc.

(I have replied to note the ownership of the bridleway is not clear unless the verge is owned by the farmer whose land is alongside?)

Update from the Village Hall

Bookings for December were very good with lots of children's parties and a couple of family get togethers as well as our regular bookings. Some of these sadly were cancelled due to Covid transmission and risk. January bookings were lower but usage is now picking up again. Financially the Hall is now virtually breaking even on a monthly basis.

The two hall organised Christmas events were both sell outs, which is great to see. Sadly we had to cancel the Children's Christmas Party due to Covid risk to families so close to Christmas. We hosted a book fair for Friends of Stamford Hospital and offered the hall free in return for some joint marketing and splitting the profits from the tea, coffee and cake sales, this was a great success and will be repeated later in the year.

We continue to actively use Facebook to market the hall and have used a very low cost promotion tool to reach a much wider audience. We have also now launched our own Village hall website and will keep our presence on the main village website. Further marketing activities are planned.

We are now planning a schedule of hall managed activities for the year. The first of these events have been marketed – Macrame Workshop on February 8th and First Aid Training for Adults on 1st March . The next three events will be marketed over the coming weeks – Film Night on Saturday 19th March, Children’s Easter Party on Saturday 2nd April and Easter felting on Tuesday 5th April.

We have invested in an Eventbrite account to process bookings for our hall managed events.

Health and safety remains top priority. Safety straps have been fitted around the ladder and the stacked tables. The annual fire extinguisher check has been completed with no issues found.

The Union Jack is now flying from the hall flagpole.

We have our next Trustee meeting in February and so there will be a further report for the March PC meeting.

The Parish Council's Action Plan for April 2022 to March 2023

Overall aim: to improve the quality of life for all residents in Easton on the Hill.

Objective: 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.

| PLAYING FIELD MANAGEMENT COMMITTEE | Aim | Action | Lead person or group | Dates and milestones | Resources and support | Measure | Comments/other organisations |
|---|---|---|---------------------------------|---------------------------------|---|---|--|
| 1. | To make the playing fields a pleasant, green space that the village is proud of. | To implement and finalise the phase 2 improvements to completion. | PFMC | Spring 2022 onwards | Augean grant | Equipment installed. Increased use of the playing field. | Equipment ordered. Fence ordered. |
| 2. | To make the playing fields a pleasant, green space that the village is proud of. | Playing Field Management Committee (PFMC) to continue with obtaining funds to implement the master wider plan of Woodland area development, MUGA, pump track and gym. | PFMC | April 2022 to March 2023 | Augean grants, National Lottery, other grants, PWLB, fundraising. | Equipment installed. Increased use of the playing fields, from in and out of the village. | Work with other groups such as Little Lane Nursery and Birch Cafe. |

| PLAYING FIELD MANAGEMENT | Aim | Action | Lead person or group | Dates and milestones | Resources and support | Measure | Comments/other organisations |
|-------------------------------------|---|--|---------------------------------|---------------------------------|---|---|---|
| 3. | To make the playing fields a pleasant green space that the village is proud of. | To continue to improve the Woodland Area next to the Playing Fields as per the plan to extend and develop wildlife habitats, awareness and central areas. | PFMC (and Jeff Davies?) | October 2021 onwards | Augean grant 2 and/or alternative grants and donations plus volunteers. | “Wild Woodland Way” complete and visitors using it regularly. | Involve other residents from eg Horticultural Society and Little Lane Nursery/Birch Cafe (planting trees?) for community ownership. |
| 4. | To work in harmony with the Cricket Club and other sports clubs to foster and improve relationships and sport success. | Work with representatives of the clubs and committees and communicate regularly with them, in addition to work with Wittering Premier FC and Macca Sports with their devt plans. | PFMC | April 2022 onwards. | Allocated budget Fundraising Volunteers | Increased and continued leasing out of facilities. | |

| Parish Council | Aim | Action | Lead person or group | Dates and milestones | Resources and support | Measure | Comments/other organisations |
|-----------------------|---|--|---|--|--|---|---|
| 5. | To increase Community Engagement and involvement from residents in projects and feedback. | To hold a village open event, as before. | Village Plan Working Party (VPWP)/full council? | February 2022 (PFIC?) and again in 2022/23 | £150 in budget. | Event held and feedback positive and used for future plans. | Other village groups involved as per last time. |
| 6. | To increase Community Engagement and involvement from residents in projects and feedback. | To consider development of the village website to improve communications and engagement. | VPWP | Dec 21 onwards | £2500 in budget | Improved and accessible central point for village information | |
| 7. | To protect and enhance the environment in a controlled and calculated way in line with residents wishes. | Continue investigations into a Neighbourhood Plan. | Village Plan working Party and full council? | 22/23? | Locality grant. Other Councils' advice. District/National Policy | | |

| PARISH COUNCIL | Aim | Action | Lead person or group | Dates and milestones | Resources and support | Measure | Comments/other organisations |
|-----------------------|---|---|---|-----------------------------|---|--|-------------------------------------|
| 8. | To create a Parish Council that is respected and recognised for its hard work and effectiveness. | Assess training needs regularly. | Staffing Committee. Full Council. NCALC training. | 22/23? | Training budget. | An effective Council with Committees and Working Groups well represented. No complaints. | |
| 9. | To create a suitable and useable access to the Playing Field. | To continue to monitor The Drift road and surface and related issues and consider improved/other means of access to the PF. | Full council Traffic Working Group? | Ongoing | Council budget. NNC/Highways. | | |
| 11. | To continue to monitor and maintain all trees and greens and look to improve and enhance all green spaces and areas. | Regular working group meetings and reporting back to full council. Tree surveys. National initiatives. | Trees and Greens working group. (TAGWG) | Ongoing | TAGWG Asset maintenance/trees budget, volunteers. Council budget. | Safe trees. Replaced trees. New trees. Hedges suitably maintained. Pond area improved/maintained. Pleasant, green spaces. | |
| 12. | To investigate a Footpath Wheel to improve walking trails. | Liaise with NNC and landowners. | Cllr Woodman/full council | Ongoing | Parish path warden training and contacts. Council budget. | Improved, well used walking routes. | |

| | | | | | | | |
|-------------------------------------|-----|---|--|--|---------|--|--|
| | | WHAT DO YOU THINK YOUR PARISH COUNCIL SHOULD DO? | | | | | |
| | Aim | | | | Actions | | |
| RESIDENTS' IDEAS AND FEEDBACK | | | | | | | |
| | | | | | | | |
| | | | | | | | |
| | | | | | | | |
| | | | | | | | |

**ARE YOU INTERESTED IN
GETTING INVOLVED IN SOME
WAY?**

CAN YOU HELP?

Leave your details below if you would like
to be on the **Playing Field Management
Committee**, on the “**Friends of the Playing
Field task group**” and/or a **Caretaker** of
the **Playing Field** role;

| Name | Tel/contact | Interest area |
|------|-------------|---------------|
| | | |
| | | |
| | | |
| | | |
| | | |
| | | |

