

2005 Letter (16th Nov) from Land Registry suggesting that the Parish Council should get all the lands they owned registered.

2006 Letter (1st Feb) from the clerk of Easton Parish Council to Land Registry informing them that as far as they knew the Village Green on Church Street and Top Hedges were registered under the Commons Register Act. It also stated that "The Close" and the "Millennium Garden" were also registered (NN220127 and NN220128).

(14th Feb) Response from Land Registry confirmed that the following were registered:

1. Title No. NN220128 The Close play area
2. Title Nos. NN242068 and 242690 together form the Millennium Garden.
3. Title No. NN220127 is still registered in the name of East Northants District Council and is a thin strip of land at the end of Neville Day Close.

Letter also gives advice on how to register all remaining lands owned by the Parish Council. *Up to date instructions can be found on the Land Registry Website.*

2009 Minutes of Parish Council meeting of 11th Jan 2019 state that the agenda item re Registration with the Land Registry of all village lands could not be actioned as there was no money available. It was agreed to include £1000 in the Precept for this purpose.

Lands still to be registered were noted as:

1. Spring Close
2. Allotments
3. Playing Field

Name of committee/WG	Councillors on the committee/WG				
Planning Committee Requires 4 Cllrs	Cllr Woodman	Cllr Watson	Cllr Lawson (Chairman)	Cllr Mountain	Vacant?
Finance Committee Requires 3 Cllrs minimum	Cllr Bates	Cllr Nicol	TBD		
Playing Field Management Committee Apr 22 Requires a minimum of 3 Councillors, min 6 max 10 members including a Cricket Club committee member	Cllr Woodman	Cllr Watson (Chairman)	Cllr Bates	Cllr Cherry?	
Non-Councillor members PFMC See above	K Cox	D Davenport			
Trees and Greens Working Party	Cllr Bates	Cllr Mountain	Cllr Holwell	Cllr Green	
Traffic and VADs WG	Cllr Green	Cllr Woodman			
Staffing Committee Requires 4 Cllrs	Cllr Bates	Cllr Nicol	Cllr Watson	Cllr Cherry	
Complaints Committee Requires 4 Cllrs	Cllr Mountain	Cllr Lawson	Cllr Green	TBD as and when needed	
Village Hall Liaison/Representative	Cllr Woodman or AN Other when needed				
Village Plan Working Party Requires 2 Cllrs min	Cllr Woodman	Cllr Green	D Davenport		
ENRMF Liaison Committee rep x 1	Vacant, will ask for attendee each time.				
Joint Action Group rep x 1	Cllr Mountain				
Police Liaison Representative x 1	Cllr Mountain				
Parish Path Warden	Cllr Woodman				
Notice board monitor	Cllr Mountain	Cllr Lawson			

Complaints Procedure

To be used in cases of complaint by the Public about the Parish Council's procedures and their implementation and administration.

Before the Meeting

- 1 The complaint should be sent in writing to the Clerk (or other nominated Proper Officer).
- 2 If the complaint is about the actions of the Clerk (or other Proper Officer), it may be addressed to the Chairman of the Council.
- 3: The Clerk shall acknowledge the receipt of the complaint with details of when the matter will be considered by the Complaints Committee established for the purposes of hearing complaints.
- 4 The complainant shall be invited to attend the meeting and may be accompanied by a representative whose role will be to assist the complainant to express their thoughts and concerns.
- 5 Seven clear working days prior to the meeting, the complainant shall provide the Council with copies of any documentation or other evidence they wish to refer to at the meeting. The Council shall similarly provide the complainant with copies of any documentation upon which they wish to rely at the meeting.

At the Meeting

- 6 The Council shall consider whether the circumstances of the meeting warrant the exclusion of the press and public. Any decision on a complaint shall be announced at the Council Meeting in public.
- 7 The Chair will introduce everybody and explain the procedure.
- 8 The Complainant (or representative) will then outline the grounds for the complaint and Members may ask any question of the complainant.
- 9 If relevant, the Clerk should explain the Council's position and Members may ask any question of the Clerk or Proper Officer.
- 10 The Chair will invite the Clerk and the complainant to make any final comments.

11 The complainant will leave the room while Members consider the grounds of the complaint and decide the action to be taken. If the complaint is against the Clerk then that officer shall also leave the room. (Both parties may be invited back if a point of clarity is necessary.)

12 All parties will return to hear the decision, or to be advised when a decision will be made.

After the Meeting

13 The decision will be confirmed in writing within seven working days together with details of the action to be taken.

14 In the event that the complainant is not satisfied with the outcome of the meeting then they will be advised to refer the matter to the Monitoring Officer of North Northamptonshire Council monitoringofficer@northnorthants.gov.uk

Adopted 08 May 2017

Reviewed May 2022

Next review date May 2023

Signed Cllr T Nicol
(Chairman)

Date

Signed _____
(Clerk)

Date _____

Easton on the **Hill** Parish Council



FINANCE WORKING GROUP TERMS OF REFERENCE

May 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 2023

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.
13. To involve the Playing Field Management Committee in the budget setting process to ensure an adequate and separate budget is allocated to the Playing Field Management, since the setting up of the PFMC with delegated powers.

PLANNING COMMITTEE TERMS OF REFERENCE

Adopted on

Signed Original signed (Chairman)

Date	Details of any revision
14/9/2020	Committee meetings held for all applications to decide on PC response. Any application for new builds to automatically go to full council meeting.
22/9/2020	Responsibility for consideration of a Neighbourhood Plan sits with the village plan working party, however in the event of this group ceasing to exist, the responsibility reverts to the Parish Council (not this committee)
9/5/22	(Increased members to 5 Councillors)

Schedule of review: May 2023

Authority

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

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

Membership

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

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

Responsibilities

The Planning Committee will have the following specific duties:

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

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

Meetings/planning applications

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

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

At or before the Planning Committee meeting, members will;

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

Record of Proceedings

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

Easton on the **Hill** Parish Council



PLAYING FIELD 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 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.

STAFFING COMMITTEE TERMS OF REFERENCE

- The staffing committee is a sub committee of Easton on the Hill Parish Council
- Its purpose is to consider and make recommendations to full Council on all staffing matters relating to the Clerk

Membership

The Committee will consist of 4 elected members of Easton on the Hill Parish Council. The Clerk need not attend meetings if the committee designates a minute taker, but should be kept informed.

Appointment of members

Members will be elected at the annual meeting in May or thereafter if agreed. Casual vacancies shall be filled as necessary.

Frequency of meetings

The Committee shall meet as often as required, to be decided by request of full Council, the Clerk or the Committee. The quorum at each meeting shall be 3 members.

Record of meetings

The Committee will ensure that an agreed, written record of the meetings is forwarded to the Clerk for inclusion at the next full Council meeting. The meetings will be closed sessions.

Responsibilities

- To decide on the arrangements for the appointment and appraisal of the Clerk, including reviewing and updating contracts.
- To review and update where necessary the contract of employment and job description for the Clerk.
- To discuss and agree the process for any new appointment, including job description, shortlisting criteria and interview dates. Normally all correspondence with candidates and referees will be by the Clerk but in the Clerk's absence this should be a member of the committee appointed to that role by full Council.
- To recommend to full Council, after interview and due consideration, suitable candidates for appointment. Decision on appointment is made by full Council.
- To carry out annual staff appraisals and report to the next full Council meeting if there are any issues or otherwise.
- To consider remuneration levels for the Clerk in accordance with their terms and conditions of employment and NALC pay review agreements. To make recommendations to full Council for approval of pay changes.
- To confirm and make a recommendation to full Council on the appointment of the Clerk following satisfactory completion of the initial probation period after appointment.
- To deal with any matters that are raised under Easton on the Hill's personnel policies and any relevant national legislation such as grievance, sickness absence, disciplinary, health and safety or other staff related issue.

Agreed at full council meeting on 9th May 2022



Trees and Greens Working Party

Terms of Reference

Adopted on (date)

Original signed (Chairman)

Date	Details of any revision

Schedule of review: (date)

Adopted May 2022

Review date May 2023

This working party has responsibility for instigating and co-ordinating work involved in the maintenance of Easton on the Hill green areas and trees. The tree management policy and health and safety policy should be read in conjunction with these terms of reference.

Authority

These terms of reference set out the membership, remit responsibilities and reporting arrangements of the Trees and Greens Working Party

The working party is appointed by, and responsible to, Easton on the Hill Parish Council (PC).

Membership

The TAGWP will consist of:

At least 3 appointed Parish Councillors and up to 7 village residents

The working party will appoint a Chairman and a Secretary at the first meeting.

Resolutions will be made by majority agreement by show of hands of those present and voting. The Chair has a casting vote if required.

Quorum of a meeting will be minimum 4 members which must include 1 Parish Councillor.

Record of proceedings

Meetings will be held as needed in the Village Hall.

Written minutes will be taken at every meeting and circulated by the secretary within 7 days.

An agenda will be approved by all members with requests for agenda items being submitted to the secretary 7 days prior to the meeting to enable the secretary to produce and circulate the agenda. A copy of minutes will be sent to the clerk of the PC to be included with associated paperwork for PC meetings, no later than the last Friday in the month.

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.

Responsibilities

1. Areas of responsibility: Spring Close, Millennium Garden, Top Hedges, Playing Field, Allotments, Field Maple trees on Racecourse Road.
2. To monitor the above areas and report back to full council if any maintenance or improvement work needs to be done.
3. Follow up any complaints from residents regarding any overgrown or unsafe trees, shrubs, etc and report back to council
4. Identify work in accordance with the tree management policy and take to PC meetings for agreement.
5. Advise full council if the work could safely be undertaken by volunteers or whether professional contractors should be employed.
6. If members of the TAGWP and other volunteers decide they can carry out the work themselves they must ensure that all work is documented, risk assessed and risks accounted for and minimised. Risk assessment to be signed by all members carrying out work, agreeing to take responsibility for their own actions.
7. Prepare reports to take to the PC meeting to report progress each month.
8. Do not carry out work incurring costs unless previously agreed by the PC.
9. Carry out all work in line with the PC Health and Safety statement.
10. All Members of the TAGWP will consider the rules and guidelines followed by the Parish Council and endeavour to follow the PC Code of Conduct in its dealings.
11. All members of the TAGWP will be trained in using pieces of equipment before using them and ladder trained before reaching high trees/branches etc. as required and is necessary.

Internal Audit Report

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

Name of council:	Easton on the Hill Parish Council		
Name of Internal Auditor:	Claire Tilley	Date of report:	13 th April 2022
Year ending:	31 March 2022	Date audit carried out:	13 th April 2022

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

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

To the Chairman of the Council:

I performed an audit of the various documents and policies available on the councils website on the 6th April. I subsequently then carried out a Zoom meeting with the Clerk on the 13th April, where I was able to see additional documents and perform an audit trail on a number of transactions. I would like to thank Jenny for her time and assistance

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

With regards to payments approved I have discussed with the Clerk, that spending items and projects merely discussed are minuted separately from actual payments to be made in the month. There were several occasions where the minutes did not tally with the cash book, due to this confusion. However, I am satisfied that all payments made were correct, and tallied with that shown on the bank account.

It has become apparent that the Clerk has now moved into the salary range that warrants enrolment into a pension scheme and I am assured that the relevant action will be taken.

Yours sincerely,



Ms Claire Tilley
Internal Auditor to the Council
07981 609565
claire@renaissancebusiness.co.uk

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

	Year ending 31 March 2021	Year ending 31 March 2022
1. Balances brought forward	3,254	21,754
2. Annual precept	32,835	34,148
3. Total other receipts	61,599	40,124
4. Staff costs	9,921	10,491
5. Loan interest/capital repayments	0	0
6. Total other payments	66,013	40,925
7. Balances carried forward	21,754	44,610
8. Total cash and investments	21,754	44,610
9. Total fixed assets and long-term assets	209,400	220,603
10. Total borrowings	0	0

The proper practices referred to in Accounts and Audit Regulations are set out in *Governance and Accountability for Smaller Authorities in England (2022)*. It is a guide to the accounting practices to be followed by local councils and it sets out the appropriate standard of financial reporting to be followed. A copy of the guide is available on request from NCALC or the Internal Auditor

Annual Internal Audit Report 2021/22

EASTON ON THE HILL PARISH COUNCIL

www.eastononthehill-pc.gov.uk PUBLICLY AVAILABLE WEBSITE/WEBPAGE ADDRESS

During the financial year ended 31 March 2022, this authority's internal auditor acting independently and on the basis of an assessment of risk, carried out a selective assessment of compliance with the relevant procedures and controls in operation and obtained appropriate evidence from the authority.

The internal audit for 2021/22 has been carried out in accordance with this authority's needs and planned coverage. On the basis of the findings in the areas examined, the internal audit conclusions are summarised in this table. Set out below are the objectives of internal control and alongside are the internal audit conclusions on whether, in all significant respects, the control objectives were being achieved throughout the financial year to a standard adequate to meet the needs of this authority.

Internal control objective	Yes	No*	Not covered**
A. Appropriate accounting records have been properly kept throughout the financial year.	✓		
B. This authority complied with its financial regulations, payments were supported by invoices, all expenditure was approved and VAT was appropriately accounted for.	✓		
C. This authority assessed the significant risks to achieving its objectives and reviewed the adequacy of arrangements to manage these.	✓		
D. The precept or rates requirement resulted from an adequate budgetary process; progress against the budget was regularly monitored; and reserves were appropriate.	✓		
E. Expected income was fully received, based on correct prices, properly recorded and promptly banked; and VAT was appropriately accounted for.	✓		
F. Petty cash payments were properly supported by receipts, all petty cash expenditure was approved and VAT appropriately accounted for.			✓
G. Salaries to employees and allowances to members were paid in accordance with this authority's approvals, and PAYE and NI requirements were properly applied.	✓		
H. Asset and investments registers were complete and accurate and properly maintained.	✓		
I. Periodic bank account reconciliations were properly carried out during the year.	✓		
J. Accounting statements prepared during the year were prepared on the correct accounting basis (receipts and payments or income and expenditure), agreed to the cash book, supported by an adequate audit trail from underlying records and where appropriate debtors and creditors were properly recorded.	✓		
K. If the authority certified itself as exempt from a limited assurance review in 2020/21, it met the exemption criteria and correctly declared itself exempt. (If the authority had a limited assurance review of its 2020/21 AGAR tick "not covered")			✓
L. The authority publishes information on a free to access website/webpage up to date at the time of the internal audit in accordance with any relevant transparency code requirements	✓		
M. The authority, during the previous year (2020-21) correctly provided for the period for the exercise of public rights as required by the Accounts and Audit Regulations (evidenced by the notice published on the website and/or authority approved minutes confirming the dates set).	✓		
N. The authority has complied with the publication requirements for 2020/21 AGAR (see AGAR Page 1 Guidance Notes).	✓		
O. (For local councils only) Trust funds (including charitable) – The council met its responsibilities as a trustee.	Yes	No	Not applicable
			✓

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

Date(s) internal audit undertaken

Name of person who carried out the internal audit

13/04/2022

DD/MM/YYYY

DD/MM/YYYY

ENTER NAME OF INTERNAL AUDITOR

Claire Tiley

Signature of person who carried out the internal audit



SIGNATURE REQUIRED

Date

13/04/2022

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

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

Easton on the **Hill** Parish Council

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

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

held on 20th APRIL 2022 at 7pm at the Village Hall, New Road, Easton on the Hill

Present: Councillors P Bates, J Watson and S Woodman

Non-Councillors: K Cox and D Davenport

Clerk: J Rice

PFMC/1	<p>TO ELECT A CHAIRMAN (AND VICE CHAIRMAN IF REQUIRED) OF THE PFMC To take nominations for Chairman and vote to elect. Nominations were invited and only Cllr Watson was nominated. It was proposed and seconded and voted unanimously to elect Cllr Watson as Chairman. It was then decided to defer a decision to elect a Vice Chairman until later on.</p>
PFMC/2	<p>APOLOGIES FOR ABSENCE</p> <p>To receive and note apologies received by the Clerk. There were apologies from David Wheatley (Cricket Club CC) and no other CC representative attended. Action Cllr Watson to speak with the CC re future representation.</p>
PFMC/3	<p>DECLARATIONS OF INTEREST</p> <p><i>To receive all declarations of interest under the Council's Code of Conduct related to business on the agenda. (Members should disclose any interests in the business to be discussed and are reminded that the disclosure of a Disclosable Pecuniary Interest will require that the member withdraws from the meeting room during the transaction of that item of business).</i> To note that all members need to complete a Register of Interests form within 28 days of election, if they have not already done so. K Cox declared a personal interest in item 8.</p>
PFMC/4	<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. There were no members of the public present – see item 5</p>
PFMC/5	<p>To elect Non-Councillor members to the committee, as per the Terms of Reference, herewith. K Cox and D Davenport were nominated and elected unanimously to be members of the committee. It was noted that there are 5 members elected now (Cllr Holwell would prefer to be a Friend/helper) and with the cricket club representative place, that is 6 and in line with the terms of reference minimum number. It was further noted that more members would be beneficial and all members to approach potential members. Action all</p>
PFMC/6	<p>To receive and agree as correct the minutes of the PFIC meeting on 3rd February 2022, herewith. Chairman to sign the minutes. The minutes were agreed as a true record by those who attended and duly signed by the Chairman.</p>
PFMC/7	<p>To receive and note current finance/budget situation for the PFMC and resolve any queries, herewith. The budget situation had been circulated and was received and noted. It was noted that the income did not include the Woodland grant as yet as the agreement is not yet received. It was further noted that although the balance C/F is £27737, there is phase 2/play equipment still to be paid for. It was agreed that at budget setting time, the PFMC will request an itemised budget for the following year.</p>
PFMC/8	<p>To discuss roles and sub-groups on the committee and agree roles and responsibilities, including the possibility of a groundsperson/caretaker and process to hire. It was agreed to defer this item until more/members of the PFMC post the May meeting are known.</p>

Signed by Chairman _____ Date _____

	<p>It was then agreed by those voting to recruit to a paid self-employed role of Caretaker of the Playing Field/The Close and a job description is to be drafted with the jobs that need doing. Hours will then be determined and an hourly pay rate and maximum hours agreed around 10 hours pm.</p> <p>Action Clerk/Cllr Woodman and K Cox</p>
PFMC/9	<p>To note report needed for the Annual Parish Meeting on 27th April and agree who will do it.</p> <p>This was noted and D Davenport agreed to write the report. Action D Davenport</p>
PFMC/10	<p>To note current status of Phase 2 play equipment and resolve any issues/assign roles, including request for matting job at The Close.</p> <p>It was noted that there is an operational meeting at the PF on Friday to discuss installing the phase 2 equipment of 5 pieces. Cllr Woodman will ask about them doing matting in the Close too and get a quote. The ROSPA post installation inspection will be combined with the annual inspection again hopefully.</p> <p>Action Cllr Watson, Cllr Woodman, K Cox</p>
PFMC/11	<p>To note current status of Woodland Way agreement and grant and plan and resolve any issues/assign roles. (Note café are making bird and bat boxes)</p> <p>The Clerk advised that she chased up the agreement for the Woodland grant on 13/4/22. It was agreed that until a definite agreement and the money is paid, any further action will be deferred.</p>
PFMC/12	<p>To receive and note current Wittering Premiair agreement and fees and decide next payment and next hire agreement.</p> <p>The current agreement charges run until 30/5/22 however it was agreed to cancel the charge for May due to their co-operation. Concerns were raised that too much emphasis was being placed on the hire agreements however it was noted that a youth football team and new members from the village are encouraged to join the club and that hire income goes towards improvements to the area for all residents. It was agreed that Cllr Woodman will be the link/liaison Councillor to deal with the sports clubs and report back. It was decided that a proposal from Wittering and Macca is needed by mid- May for a discussion at the next meeting and agreement by end June. They will be encouraged to attend the next meeting.</p> <p>Action Clerk, Cllr Woodman</p>
PFMC/13	<p>To note dates of NNC virtual funding fair 7-9th June, 10-4 1 hour slots.</p> <p>The dates were noted.</p>
PFMC/14	<p>To discuss a proposal for the Parish Council signs for along the Drift, informing of priority to pedestrians, go slow etc and decide format and content.</p> <p>It was agreed that a proposal should come from an independent member of the Parish Council. Cllr Woodman said he will look and get a proposal for the next full PC meeting. Action Cllr Woodman</p>
PFMC/15	<p>To agree the date and time of the next PFMC meeting.</p> <p>It was agreed the next meeting will be Thursday 26/5/22 at 7.30pm in the Priest House. Items to include hire agreement, job description and grant update.</p>

Signed by Chairman_____Date_____

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

on 21st April 2022 at 8.30pm in the Village Hall, Easton on the Hill

Present: Cllr I Lawson, Cllr Mountain, Cllr J Watson and Cllr Woodman. Clerk: J Rice

Other Councillors attended for the presentation; Cllr Green and Cllr Nicol

Members of the public: Chris Broughton and colleague in training, ARC4

Christian Orr, HSL Developers

PC/21/66	APOLOGIES FOR ABSENCE
	To receive and note apologies received by the Clerk. There were no apologies, all members were present.
PC/21/67	DECLARATIONS OF INTEREST
	To receive all declarations of interest under the Council's Code of Conduct related to business on the agenda. (Members should disclose any interests in the business to be discussed and are reminded that the disclosure of a Disclosable Pecuniary Interest will require that the member withdraws from the meeting room during the transaction of that item of business). There were no declarations of interest made.
PC/21/68	PUBLIC TIME. Arrangements were made for the public to join the meeting. A maximum of 15 minutes would be permitted for members of the public to address the meeting on any item on the agenda. ARC4 SURVEY PRODUCERS ON RESIDENT'S HOUSING SURVEY RESULTS. There were no other members of the public present. Chris Broughton went through the company background and experience and then the survey results and methodology. He explained that a lot is governed and led by National Planning Policy Framework and practice guidance. He stated that the survey had a good response and explained how the data is used and projections of housing need are assessed by using the snapshot survey results as a "flow of need". Their overall results showed a 5 year need of 34 affordable rented homes and 6 affordable home ownership. Christian Orr from HSL then explained the Local Planning Authority has reportedly accepted an additional housing need to be met by rural development and 50 are for Easton on the Hill. He explained that they want to bring this forward and they were interested in a development of 50 houses as per the plans circulated and had established the reasons why Gladman's development was refused planning permission and tried to avoid the same reasons by the plans and location presented. There was a discussion about the busy main road and it dividing the village and the development and he stated there could be things done to address this issue. He explained their desire to work with the parish and hold a village meeting in the summer to engage with the residents prior to an application being submitted. He stated they would be back in touch at a later date. Cllr Nicol explained the Parish Council has remained neutral over development and would continue to until another open, public meeting can be held to gain feedback.
PC/21/69	TO RECEIVE AND AGREE AS CORRECT THE MINUTES OF THE LAST MEETING ON 16th FEBRUARY 2022. CHAIRMAN TO SIGN. The minutes were agreed as a true record and duly signed by the Chairman.
PC/21/70	TO DISCUSS AND AGREE PARISH COUNCIL RESPONSE TO THE FOLLOWING NEW PLANNING APPLICATION(S): a) 22/00356/FUL removal of side extension and conservatory from rear elevation and erection of extensions to side and rear elevations, increase parking area within front garden using permeable construction; single storey porch to front elevation at 32 Westfields. Deadline 6/5/22. It was agreed to support this application. Action Clerk to submit response. b) Consultation from NNC on Scope and Issues for the North Northamptonshire Strategic Plan. Runs until 23/5/22. More detail on-line or at drop in events. There was no specific comments made.

Signed by Chairman _____ Date _____

PC/21/71	<p>PLANNING APPLICATION Awaiting Decisions or Decisions Made Since Last Meeting Were Noted As Follows::</p> <ul style="list-style-type: none"> a) 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. Permitted 28/2/22 b) NE/22/00056/FUL S/S front living room and enclosed porch extension at 1 The Nook. Permitted 15/3/22 c) 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 Permitted. d) 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. Application withdrawn. e) NE/22/00020/FUL One and a half storey side extension, replacing the existing stone store; single storey rear extension; changes to fenestration including replacement windows and doors; repairs to the roof with some areas replaced with new tiling; replacement and relocation of existing garage; relocation of part of the boundary wall at 30 West St, deadline 4/3/22. Awaiting decision. f) 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. The tree will now be saved and application withdrawn. g) 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. Gone to appeal, awaiting decision. h) Query re enforcement at 17 High St for mock Collyweston roof. A re-visit is planned, no update as yet received, chased 12/1/22 and 12/4/22.
PC/21/72	<p>TO AGREE DATE OF NEXT MEETING, depending on new applications. The date of the next meeting was agreed as 19/5/22 at 8.30pm in the village hall.</p>

Minutes of JAG North Meeting: Thursday, January 20th, 2022

Chair: Anne Burnett

Admin: Jo Williams

Teams Host: Mike Greenway

1. Introductions and Apologies

Committee Representatives: PS Leigh Goodwin (Northamptonshire Police), Sarah Barnwell (NCC Highways), Mike Greenway (NNC CSP).

Parish Representatives:

Ann Scott (Collyweston), Jo Williams (Apethorpe), Shenagh Hackett (Duddington & Fineshade), Chris Jackson (Kings Cliffe), Paul Blackmore (Woodnewton), Claire Mountain (Easton on the Hill), Liz Holland (Glapthorn).

Apologies;

Sue Cook (Deene & Deenthorpe & Benefield), Wendy Brackenbury (Ward Councillor), David Cashmore (Glapthorn), David Fuller (OTC), Rupert Boyle (Laxton).

Fiona Cowan has resigned from the JAG Meeting. We thank her for the assistance she has given to this forum.

2. Minutes of January's JAG Meeting & Review of Outstanding Actions

The Minutes of January's meeting were approved by the forum.

Review of Actions outstanding from Q1, 2, 3 & 4, 2021 & Q1 2022.

1.1 Collyweston: Data Strips: PS Goodwin has requested the strips and is waiting for them to become available.

Action: PS Goodwin

1.2 Fineshade: Parking restrictions: Restrictions should be in place by the end of May.

Action: Sarah Barnwell

1.3 Collyweston: Request for traffic warning signs to alert motorists to zebra crossing.

Action: Sarah Barnwell. Item in progress

3. JAG Future Direction

The meeting with Cllr. David Howes was unavoidably postponed and will be rearranged. Chris Jackson (Kings Cliffe) proposed that the JAG meeting be cancelled in the circumstances. A vote was taken and with the exception of Chris, all agreed that the meeting should continue.

Mike Green understood the frustration caused and said that feedback from the rearranged meeting would be fed to the JAG team by email rather than wait until the next meeting. Mike also explained that the reorganisation of Community Safety Partnerships is continuing and the group is developing the safety plan for North Northamptonshire.

Action: Anne Burnett

4. Police Summary

PS Leigh Goodwin reported the following Police Action in support of Q1 LIPs and is the 4th Quarter since the introduction of the Police Digital survey. Please note that the data is derived from the East Northants area:

Drug Dealing & Drug Misuse:

- The team have executed 10 warrants relating to drug offences in Thrapston, Rushden and Irthlingborough. 4 resulted in Cannabis Factories being found whereby a male was arrested and charged in relation to the production of cannabis worth over £600,000 in street value. Investigations into the others are ongoing, a large zombie sword was found in another address and early indications suggest county line activity. Investigations for the majority of these warrants are still ongoing.
- 3 People have been dealt with for drug related offences during this time and been offered a diversionary course to help deal with their addiction. 3 People have been arrested for offences relating to drug supply related to the warrants that have been executed. 3 more arrests have been made unrelated to the warrants for possession with intent to supply offences. All of these investigations are ongoing.
- Officers have used Stop and Search powers on 7 occasions, resulting in 3 positive outcomes for drug offences. 1 vehicle has been searched under the Misuse of Drugs Act.
- Over 147 intelligence logs have been submitted relating to drug offences alone.
- A drugs dog operation was conducted in the public houses in East Northants in February in conjunction with North Northants Council Licensing Department and the local Town Councils. 1 male was arrested for a Possession with Intent to Supply offence whereby 5 bags of cocaine was seized along with 9 wraps of cannabis. 5 Stop Searches were conducted under Section 23 Misuse of Drugs Act.

Road Safety & Traffic Matters:

- The team have issued over 43 tickets/summons to court or S59 warnings for traffic offences.
- 17 vehicles have been seized for various offences including no insurance and no tax.
- 3 people have been arrested for driving whilst over the prescribed limit of alcohol/drugs or driving whilst disqualified.
- Multiple offences of failing to stop at the scene of an RTC or disqualified driving have been recorded.
- Officers completed 11 sessions of speed enforcement throughout the area including Cotterstock, Barnwell, Rushden, Denford, Titchmarsh, Brigstock & Thrapston.
- Over 35 intelligence logs have been submitted relating to traffic offences alone.

Burglary:

- Crime Prevention Events on home security have been held at Raunds, Thrapston, Irthlingborough, Rushden, Nassington, Fotheringhay & Kings Cliffe
- Arrest of male suspected of committing multiple burglaries in Irthlingborough – investigation still underway.
- Over 20 intelligence logs have been submitted relating to burglary intelligence alone.
- Over 40 burglary reassurance visits have been completed to ensure an increase in home safety awareness.

PS Goodwin was asked about the spate of burglaries and vehicle break-ins in the north Oundle area. She informed the group that a police operation has been in action deploying uniformed and plain-clothes officers. Offences have died down and a suspect group have been identified and investigations are on-going.

5. LIPs for the period May – August '22

This is the 4th quarter that the police managed digital survey has been used to select Locally Identified Priorities. The response rate continues to be low. There was some discussion about this, and the viability of the digital survey again came into question. PS Goodwin responded that she is not responsible for the survey.

Based on 71 responses for the whole of East Northamptonshire the LIPs for the next four months are:

- Vehicle Crime (circa 20 responses)
- Road Safety & Traffic Offences (circa 30 responses)
- Burglary (circa 21 responses)

6. Parish Initiatives in support of LIPs

Several parishes reported that they were finding the VAS equipment effective in traffic calming. Glapthorn and Woodnewton have their equipment up and running.

Chris Jackson complained that he had reported several vehicles in Kings Cliffe for dangerous parking but had no response from the police. PS Goodwin asked Chris to email her with the details.

Action: Chris Jackson

7. Open Parish Discussion

Anne Burnett informed the group that she had called 101 after a car had crashed through a fence into a field on her farm. Her call was triaged for importance, and she was informed that a response would be made sometime in the next 6 hours. Anne was not able to take the call when it did come through as she was involved in other business. Anne advised the group to call 101 in the evening or at a time when they would be contactable.

Ann Scott (Collyweston) asked when the zebra crossing warning signs on the A43 would be installed. Sarah Barnwell (Highways) confirmed that work was about to proceed.

Shenagh Hackett (Duddington & Fineshade) informed the group that Fineshade had been waiting for over two years for parking restrictions and that the traffic cones supplied by Highways were being thrown over hedges by motorists wanting to park on the road to avoid the carparking charges. Sarah Barnwell (Highways) responded that all the work was due to be completed by the end of May. Shenagh informed Sarah that many caravans were grounding on the road into Fineshade and that the road needed resurfacing. Highways are aware of the issue.

Jo Williams asked the forum if they were aware of any PLR activity. Responses were negative and all agreed that the programme was not working. PS Goodwin had nothing to add as she had not been involved with the PLR programme.

Date of Next Meeting

The next meeting will be held via Teams on August 11th commencing at 2:30pm.

Chris Jackson stated that he was against the use of Teams as all COVID restrictions have now been dropped.

Easton on the Hill Parish Council

Up-date on the Village Plan Working Party, March 2022

Topic	Recommendations from the Village Plan 2017	What's already been done or in place that would link to VP	Up-date 2022
History & Heritage	<ul style="list-style-type: none"> Protect the unique history and heritage of our rural village community by safeguarding the legacy we have been bequeathed Share and communicate with visitors and residents the history and heritage of our community 	<p>Church Guide (joint venture between the Friends of the Church and the History Group)</p> <p>Village Trail (the History Group)</p> <p>Priest's House Opening /temporary exhibitions (Priest's House trustees and the History Group, and others)</p> <p>Village Archive</p> <p>Church as an "alternative venue" (Friends of the Church)</p> <p>Web-site</p> <p>Books on Easton (there are at least 3 publications)</p>	<p>The initial ideas from the VPWP was to produce a series of leaflets, with a common format, to cover some of these topics. However, it is acknowledged that these will be difficult to keep up-to-date.</p>
The Natural Environment	<ul style="list-style-type: none"> Create a documented, mapped wildlife walk around the village linking our rural paths and walks Plant trees and shrubs in sensible places and maintain them 	<p>AC had an old map of a walk around the village</p>	<p>It is understood that Simon Woodman has made some progress on walks!</p> <p>I doubt now whether the Horti Soc will take on any more projects:</p>

	<ul style="list-style-type: none"> Involve our local school and enterprises to sponsor environmental improvements and projects 	<p>Planting around the village – the Horti Soc have already been involved in bulb planting, the centenary tubs, The Priest’s House, the development at CIPS and the Labyrinth</p> <p>School and enterprise involvement – whilst still open the school was starting to develop the grounds, and Little Lane Nursery are keeping Buddleia Grove clear to be used as a Forest School room. Some of our local firms have sponsored activities</p>	<p>however, the Parish Council could ask for volunteers if it was felt that specific areas should be planted up? Maybe ask Ken Rawson for ideas?</p> <p>Again, I now doubt if there’s much else we can do?</p>
The Built Environment	<ul style="list-style-type: none"> Any future housing development should be sensitive and proportionate to the character of the village and aligned with East Northants Council Local Plan, Conservation Area The Parish Council should ensure that the village maintains its unique and widely appreciated character and protect the Conservation Area 	<p>The recommendations in the Village Plan for this topic are primarily the responsibility of the Parish Council</p>	<p>Ensure that any communications are fed through as many different media as possible?</p>
Recreation and Leisure	<ul style="list-style-type: none"> Develop a plan to relocate the Sports Fields and Playground closer to the village and upgrade the facilities to the highest possible standards. This should include a new pavilion, with changing rooms and provide a modern community owned space for meetings and gatherings. Or, if relocation proves unattainable, to redevelop and upgrade the existing site 	<p>This element is being dealt with by the Playing Fields Working Party</p>	

Transport	<ul style="list-style-type: none"> • Provide clear and up to date information above existing public transport services which serve the village and wider area 	Call Connect is still operational	The details could be posted on the web-site and kept up to date?
Traffic/Roads and Paths	<ul style="list-style-type: none"> • Upgrade traffic street furniture and village lighting • Develop and deliver a sustainable solution to the parking problems in the vicinity of the Post Office which presently creates excessive wear to the immediate environs • Ensure appropriate speed awareness and enforcement throughout the village. In the longer term reduce the speed limit, within the village centre, from 30 mph to 20 mph 	<p>There is a Traffic Working Party already in place, which should include communications on speed awareness</p> <p>The up-grade to the lighting has been completed</p> <p>Regarding parking issues outside the Post Office there continues to be an issue on, for example, rainy days</p>	Our recommendation was to request the Parish Council to go back to the District Council about removing the grass verges to create more parking bays. The argument is that there has been further housing development and as a consequence more traffic
Education		No recommendations made in the Village Plan	
Employment	<ul style="list-style-type: none"> • Create a village guide for all residents listing important information and contact details for businesses, local groups and other opportunities to contribute to village life • Take account of our local business community in its decision making, to ensure that local goods and service providers are not disadvantaged by Council policy or practice 	<p>We believe that Debra Asher started a directory of village businesses</p> <p>Also, the History Group used to publish similar information at the back of their calendars</p>	<p>Initially, we thought that a new leaflet (in the style mentioned above) could be produced: Welcome to the Village. This could include useful information such as refuse collections, Church Services, Post Office opening times, as well as services such as builders, gardeners, Little Lane Nursery. Could local business sponsor this??</p> <p>However, the feeling now is that most of this could be on the website, and again, Simon W has started in on collating some information.</p>

Health & Wellbeing	<ul style="list-style-type: none"> • Create a village guide for all residents to help raise awareness of the facilities and public and private services already in place which could meet the needs expressed • The Parish Council to work with others to explore how better use may be made of existing buildings, such as the Church, the school, the Village Hall and local land • The PC will work with volunteer groups to explore how best to meet the identified social needs of the community that fall outside its capability and capacity 	<p>Some crossover with Recreation and Leisure.....</p> <p>Some of the existing guides (e.g. the Village Trail) feed into this topic</p>	<p>The Village Guide idea could still work? Even if it is on the website</p> <p>Point 2 is basically already in action!</p> <p>Not really sure how we can best address point 3: should this be a “multi-agency” approach?</p>
Communications	<ul style="list-style-type: none"> • Create a village guide for new residents listing important information and contact details for local businesses • The Village Survey highlighted that the shop and post office was the place where most residents regularly visited within the village. A larger noticeboard is recommended at this location 	<p>The first recommendation was for a village guide – we have incorporated this into the Employment section</p>	<p><i>We feel quite strongly that communications are hugely important: we already have a number of information sources (website, What’s on the Hill, News & Views...) and yet people still say they don’t know about events. We feel in particular that the website should be the first port of call for information.</i></p> <p>This was the comment made at the first meeting of the VPWP.... And basically it is probably still relevant!</p>

