

EASTON ON THE HILL PARISH COUNCIL

Parish Office
Turves Barn
Whitepost Road South
Eye
Peterborough
PE6 7SW

E-mail: clerk@eastononthehill-pc.gov.uk
Web: www.eastononthehill-pc.gov.uk

Minutes of the Meeting of Easton on the Hill Parish Council Held on Friday 11 January 2019 at 19.00 in the Easton on the Hill Village Hall

Present

Councillors P Bates, A Cutforth, E Hanson, A O'Grady, J Rawlinson, M Simpson (Chairman) & J Ward.
Following the co-options Cllrs W Davis, I Forman and D Sharpe were in attendance from item 18/221

Locum Clerk A Benfield

Others 25 Members of the public were in attendance.

Prior to the start of the meeting the Clerk made the following statement: -

The Parish Council is currently under a high level of scrutiny –

- A Governance Review was completed in July 2018
- I am here as Locum Clerk
- And it cannot afford to delay decisions

Having taken advice yesterday and today it is my advice to Council that the meeting should progress as planned. The 'letter of the law' states that 3 clear days' notice should be given of all Council meetings however with the current situation the Parish Council finds itself in it needs to take a pragmatic approach. Due to a miscommunication between myself as Locum Clerk and Councillors the notices were not displayed within the village as set down in law. However as soon as this was brought to my attention by a resident measures were put in place to rectify this:-

- The agenda was posted on the village website
- Social Media was used to inform people
- Notices were posted on 2 open notice boards in the village
- All Cllrs were asked to let people know

In terms of the village knowing about the meeting being held tonight there –

- Were a number at the last meeting who are aware of the reschedule;
- Are a number linked to those scheduled for co-option who know of the reschedule;
- There are a number who have been in communication with me about matters who know of the reschedule;
- I am also aware that a number of residents have been approached by Cllrs about matters that took place at the last meeting and about matters to be discussed at this;
- This is backed up by the number in attendance at this meeting.

The non-posting of the notices of the meeting only becomes a problem if someone makes a formal complaint and I am satisfied that I and Cllrs have done as much as possible to mitigate the issue in this instance. If they do it will be dealt with through the Councils adopted Complaints Procedure – in this instance I would expect the complaint to be upheld as it would be correct. However, the council has done what it can to mitigate the error and measures will be put in place to ensure it does not occur again.

Following the statement, the Chairman asked those Members present if they were content for the meeting to proceed. With a majority showing in favour of continuing the Chairman formally opened the meeting

18/215 APOLOGIES FOR ABSENCE

Apologies for absence were received from Cllr L Stokes (Personal)

18/216 DECLARATIONS OF INTEREST

No declarations of interest were made

18/217 PUBLIC PARTICIPATION

One resident questioned the recommendation in the Clerks report at item 18/224.3 to which she responded

Initials

18/218 MINUTES

The Clerk commented that on listening to the recording of the meeting of Monday 12 November she agreed that the resolution at item 18/192 was not a correct record so she had amended them to reflect the recording.

The minutes of the meeting of Monday 10 December 2018 were discussed. It was agreed that the resolutions throughout were a correct record of the decisions made but it was felt that the wording within the background of item 18/03 should be amended to remove the words 'pedestrian access' in para 4 to avoid misunderstanding in the future. The Clerk crossed through the words and the Chairman initialled the change

- Resolved**
- 218.1 The minutes of the meeting held on Monday 12 November
 - 218.2 The minutes of the meeting held on Monday 10 December 2018 were confirmed as a correct record of the meeting and signed by the Chairman with a minor amendment to remove the words 'pedestrian access from item 18/203 para 4 on page 3

18/219 VACANCIES AND CO-OPTION

Having noted that the current 3 vacancies were eligible for co-option as no electors had requested a bi-election consideration was given to the six applications of co-option. The Clerk confirmed that all six had signed to confirm that were eligible to stand and had submitted a short personal profile as circulated in advance of the meeting

Ballot papers were distributed to all Members with the following results:-

- Vacancy 1 – three rounds of voting with Mr Forman receiving the outright majority
- Vacancy 2 – 1 round of voting with Mrs Sharpe receiving the outright majority
- Vacancy 3 – 1 round of voting with Mr Davis receiving the outright majority

- Resolved**
- 219.1 That the three vacancies on the Parish Council were eligible for co-option as not requests for a bi-election had been requested.
 - 219.2 That Mr Forman be co-opted to the Parish Council to fill vacancy 1
 - 219.3 That Mrs Sharpe be co-opted to the Parish Council to fill vacancy 2
 - 219.4 That Mr Davis be co-opted to the Parish Council to fill vacancy 3

18/220 DECLARATIONS OF ACCEPTANCE OF OFFICE

Declarations of Acceptance of Office from Cllrs Davis, Forman and Sharpe were signed and witnessed by the Clerk

18/221 GOVERNANCE MATTERS

The draft governance documents circulated in advance of the meeting were considered and it was agreed that the member/Officer Protocol, GDPR Consent to Hold Information form and the Public Participation Policy and Procedure were accepted without debate.

Discussion did take place on the Unreasonable Complainant Policy and it was agreed that this should relate to Members as well as the public. It was therefore agreed to add the following statement to the policy 'This applies to councillors as well as members of the public'.

- Resolved**
- 221.1 That the Member/Officer Protocol as circulated should be adopted with immediate effect
 - 221.2 That the GDPR Consent to Hold Information form as circulated should be adopted with immediate effect
 - 221.3 That the Public Participation Policy and Procedure as circulated should be adopted with immediate effect
 - 221.4 That the Unreasonable Complainant Policy should be amended to state that it applies to Members of the Council as well as members of the public and then adopted with immediate effect
 - 221.5 That Northants CALC be appointed as DPO for the Council during the 2019/20 financial year at a cost of £10

18/222 PLANNING APPLICATIONS

Consideration was given to the following application:-

- 18/02270/FUL - Erection of two storey dwelling at Land Adjacent 2 Newtown, Easton On The Hill, Northamptonshire (PP-07427941) –

The Planning Committee members made comments related to the flow of water through the underground stream, site access difficulties, lack of construction site management plans to mitigate inconvenience to local residents and the fact that the Highways Authority had recommended refusal on access grounds.

Initials

- Resolved** 221.1 Easton on the Hill Parish Council object to the application on the following grounds -
- The method of protection to the flow of water via the underground stream is not clear and therefore raises concern for local flooding and/or contamination
 - Should the underground stream be stopped from flowing this will have a detrimental impact on the wildlife in the pond it feeds
 - Site access is narrow and not management plan for development has been specified and may be detrimental to local inhabitants.
 - The Parish Council concur with the comments made by the Highway Authority

18/223 PLAYING FIELD – REGISTRATION OF LAND

The Clerk commented to Members that as the notice of the meeting was displayed late within the village and that a recommendation within the Governance Report on the Parish Council completed in July 2018 recommended that the Council should develop a project plan as a matter of urgency to develop proposals for the future of the playing fields to be put to the community as whole. That they may wish to defer making firm decision on this matter at the current time. She suggested that the Annual Parish Meeting (APM) be brought forward to early March to allow the village and all interested parties to start to discuss this matter and that a working party be formed to look into all the issues to develop working propositions to be put to the community for the Parish Council to adopt and take forward as a long-term strategy for the community as a whole.

A detailed discussion took place on a number of aspects linked to the playing fields including the history of the original lease to the Playing Field Committee, responsibility of the maintenance of the bridleway and the incompatibility between the status of the bridleway and the planning permission linked to change of use that required car parking on site.

Members agreed that there are a number of issues and concerns that need to be addressed and that it did need to include the community as well as other interested parties in the discussions but that without the Parish Council having proved title to the land little forward movement could be made. It was therefore decided that the Parish Council would proceed to register the land and, in the meantime, would arrange for the APM to include an item on the playing field to engage with the village. The intention being to reach a collective understanding of what the community want and to form a 'task and finish Working Party consisting of Cllrs, residents and other interested parties to look into the future of the playing fields as a whole. This should include all matters including the reclassification of the bridleway, responsibility for upkeep, relocation and future use. The terms of reference of this Working Party to be agreed at the APM.

- Resolved** 223.1 That the content of the Playing Field Update Report from the Chairman dated 2 December 2018 be received and noted
- 223.2 That the content of the appendices to the Playing Field Update Report from the Chairman dated 2 December 2018 numbered 1 to 3 be received and noted
- 223.3 That the Parish Council formally register the ownership of the land known as Easton on the Hill Playing Field (Ordinance Survey reference number 91 and 162) to the Parish Council
- 223.4 That the Parish Council confirms that it intends to apply to have the bridleway known as Ketton Drift to be reclassified to a Byway Open to All Traffic (BOAT)
- 223.5 That the content of the Statutory Declarations 1 to 4 in support of Easton on the Hill Parish Councils registration of Playing Field Land be received and noted
- 223.6 That the content of the appendices to the Statutory Declarations 1 to 4 in support of Easton on the Hill Parish Councils registration of Playing Field Land be received and noted
- 223.7 That a sum of £150 be approved for payments in support of the registration of the land and swearing of the statutory declarations.
- 223.8 That the Annual Parish Meeting be held on Tuesday 5 March 2019 to include the forming of a Working Party to consider all aspects of the future of the Easton on the Hill Playing Fields and form recommendations for the consideration of the Parish Council.

18/224 CLERKS REPORT

The Clerk presented her report to Members.

- Kings Cliffe Local Liaison Group – Cllr Sharpe expressed an interest in becoming the Council representative on this group and no representative from Easton on the Hill had attended for long time
- Northamptonshire County Council 2019-20 Budget Consultation – it was agreed that Members should respond as individuals and to not submit a collective view of the Parish Council
- Northamptonshire County Council Library provision consultation – it was agreed that Members should respond and individuals and to not submit a collective view of the Parish Council
- Harris & Aspinall's Circus – it was agreed that the Council should decline to have the circus in the village due to the lack of suitable land at the current time

Initials

- Resolved** 224.1.1 That Cllr Sharpe be appointed as the Kings Cliffe Local Liaison Group Representative for the rest of the municipal year
- 224.1.2 That no response is submitted to the Northamptonshire County Council 2019-20 Budget Consultation
- 224.1.3 That no response is submitted to the Northamptonshire County Council Library provision consultation
- 224.1.4 That the Clerk responds to Harris & Aspinall's Circus request to hold a circus in the village declining the request due to the lack of suitable land at the current time

The Clerk provided an explanation on the Rolling Program and indicated that she would be working back through the last 12 months minutes to capture those resolutions that had been agreed but not actioned. She hoped to have completed this work by the next Council meeting.

- Resolved** 224.2 That the rolling program be received and noted

Discussion took place on the content of the Clerks report that was recommending reimbursement of £62.35 for the cost of the Hub on the Hill domain renewals. Different views were expressed with some suggesting that the council should not pay with others of the view that the payment should be made as an act of goodwill. A vote was called with five voting in favour and five voting against.

Reference was made to the neutrality of the Chairman's casting vote. The Clerk stated that the Chairman's casting vote should be used wherever possible to maintain the status quo and should not be used in favour of their personal opinion. In this instance the Clerk was recommending that the payment be made and therefore the Chairman should use their casting vote in line with that recommendation. The Chairman confirmed that as part of the Chairmanship training, he had taken he had been advised to consider the view of the Proper Officer when being required to use a casting vote.

- Resolved** 224.3.1 That the report be received and noted.
- 224.3.2 That the sum of £62.35 be reimbursed to Mr Nicol for the domain renewal costs linked to the Hub on the Hill domains
- 224.3.3 That the domains be registered in the name of the Parish Council and that further consideration is given to if the Parish Council should keep ownership of them in the longer term before they are due for renewing again in 2020

Cllr Ward left the meeting at this point in the discussions

18/225 REPORTS FROM REPRESENTATIVES

Trees and Greens – Cllr Bates reported on a meeting she had with an Arborist who had been requested to quote by the Clerk to complete a full Tree Survey. The Clerk informed Members of the actions she had taken to arrange for quotes for the survey as one had not been completed for a number of years and the Council was at risk if it did not carry out regular surveys and maintenance.

Playing Field – Cllr Simpson made no report and the matter of the playing fields had been discussed earlier in the meeting

Vehicle Activation Devices – some background to these devices was provided for the newer member of the Council and what was required as part of the regular maintenance and inspections. The Chairman indicated that Cllr Stokes had expressed an interest in this matter. Cllrs Forman and Rawlinson agreed to take on the maintenance and inspection of the devices and it was agreed to speak to Cllr Stokes to establish what he could do to support them going forward. It was requested that the data from the devices was reported to a future meeting.

Communication and Website – the Clerk commented that with the new website in preparation she did not envisage that a Cllr would need to be appointed to undertake this task. However, she did request that all members provided, photos and contact details as soon as possible to assist her in getting the site live. She also requested that they provide scenes and photographs from the village to enhance the site, along with details of events and activities that take place.

Checkers – Information was provided to new members on what was required of the 'Checkers' and why it was necessary. It was agreed that the list for the year should be drawn up alphabetically with Cllr Bates carrying out the tasks during January. The Clerk committed to check with the insurance company how often the checks were required.

- Resolved** 225.1 That the verbal report from Cllr Bates and the Clerk be received and noted
- 225.2 That the comments from Cllr Simpson be received and noted

Initials

- 225.3.1 That Cllrs Forman and Rawlinson be appointed to take on responsibility for maintenance and inspection of the vehicle activation devices owned by the Parish Council and that Cllr Stokes be approached to assist.
- 225.3.2 That the Chairman discuss with Cllr Stokes further his expressed interest in speeding matters within the village
- 225.4.1 That the verbal report from the Clerk regarding the new website is received and noted
- 225.4.2 That Cllrs provide the Clerk with information for the website as soon as possible to assist her in getting it live by the end of the month
- 225.5.1 That the list of Checkers for 2019 be formed by allocating Cllrs alphabetically to each month
- 225.5.2 That the Clerk clarify with the insurance company how often checks on Council assets should be undertaken.
- 225.5.3 That the Clerk review the last play equipment ROSPA report to establish if all action had been completed

18/226 ORDERS FOR PAYMENT

Resolved That the following payments be made –

- Clerking Services - £1843.36
- Domain renewal - £62.35
- Expenses - £55.43
- Street light energy - £267.09

18/227 BANK RECONCILIATION

The Clerk indicated to Members that there was currently a difference of £100 in the bank reconciliation.

Resolved That the bank reconciliation be received and noted

228 BUDGET REPORT

The Clerk stated that she still had not managed to review the budget report but that this would be done in advance of the next meeting

18/229 MATTERS FOR INFORMATION

Comments on the following matters were made –

- Spring Close – the ivy has grown considerably and needs to be cleared
- Street lights – the light on the corner of Baxter’s Lane is the responsibility of the Parish Council
- News and Views – no item included in the last edition from the Parish Council.
- Weed Spraying of verges – who was responsible

- Resolved**
- 229.1.1 That the comments made were received and noted
 - 229.1.2 That the Clerk add the street light on the corner of Baxter’s Lane to the Parish Councils asset list and inform the street light maintenance company
 - 229.1.3 That Cllr Sharpe provide contact details for News and Views to the Clerk to allow her to make contact prior to the next edition going to print
 - 229.2 That the issue of ivy in Spring Common is brought forward to the next meeting

Signed: Chairman

Date:

Initials

2018 GOVERNANCE REVIEW ACTION PLAN

	Recommendation	Resolution - EGM Sept 2018	Action at EGM	Action to date – 30 January 2019
R1	The Council should develop a comprehensive and ongoing training and development strategy.	This is considered priority 1	The council were given several examples of training policies and these need to be reviewed and the statement of intent adopting	<ul style="list-style-type: none"> In-house Cllr training event arranged for 25 Feb 2019 Further training to be arranged following this session once requirements established. Training Budget for Cllrs and Clerk included in 2019/20 Estimates.
R2	The Council should develop an agreed understanding of the role and expectations for individual councillors when they are acting as Full Council, as committee members, as individuals and as representatives of the Council externally.		The Council felt that much of this was included in the Good Councillors Guide, but would like further guidance from NCALC	<ul style="list-style-type: none"> To be included in In-house training event arranged for 25 Feb 2019 Policy to be written and adopted by May 2019 setting out expectations.
R3	The Council should review its policy as to how correspondence is dealt with and responded to without absorbing the limited administrative resources available to the Council. This would include an agreed policy for dealing with persistent or vexatious correspondence.	This is considered priority 1 and definitely needs to be addressed asap	Councillors were given examples of correspondence and vexatious correspondence policies to review and to be adopted as soon as possible	<ul style="list-style-type: none"> Unreasonable Complainant Policy & Procedure adopted Jan 2019 Customer Service Policy to be written and adopted to set out standards of responses
R4	The Council should agree how governance issues should be raised in meetings to allow reasonable discussion but also to allow other business to be transacted.	This is considered a priority 1	As from Oct 2018 the council will allocate 10 minutes at the start of the meeting to discuss any governance issues	<ul style="list-style-type: none"> Adopted – regular agenda item
R5	The Council and the clerk should agree a work schedule to ensure that the clerk’s limited availability is focussed and that there are realistic expectations on her time.		It was Resolved to set up a Staffing Committee to oversee all staff issues	<ul style="list-style-type: none"> Staffing Cttee to be reformed now that all vacancies have been filled Member/Officer Protocol adopted at Jan 2019 meeting
R6	The Council needs to agree a member-officer protocol which would include a shared agreement as to the circumstances when members should have access to officer time and how the clerk should respond to queries from individual members.	Priority 1	To be addressed	<ul style="list-style-type: none"> Member/Officer Protocol Adopted at Jan 2019 meeting Further work required on response times to and from Cllrs and Clerk
R7	The Council should ensure that there is an appropriate performance appraisal framework in place for the clerk which supports development of the clerk and ensures performance is rewarded accordingly and a clear route for the clerk to raise staffing issues.		To be addressed by the new Staffing committee	<ul style="list-style-type: none"> Action outstanding – to be reviewed along with Clerks role for new appointment
R8	All councillors should give an individual signed undertaking to treat fellow councillors and officers with respect and not to make personal attacks on individuals or their integrity.	It was Resolved to Reject this Proposal	It was felt that the councillors should have a specific meeting to address the issues and for each	<ul style="list-style-type: none"> Action outstanding

	Until such respect is shown the Council cannot move forward.		councillor to have their say. The meeting would require an independent mediator and the clerk will contact Danny Moody about this. There wasn't a unanimous vote to have a closed meeting so it was Resolved to have an open meeting but it would require 100% attendance.	
R9	All councillors should undertake that, where they have concerns about the way a decision has been made or a procedure followed they should discuss this with the clerk and the clerk should be allowed to give a ruling with reasons such as a reference to existing policy or legislation as to whether or not the concern is legitimate. Where the concern is legitimate such a ruling should include the steps needed either to rectify the matter or the changes needed to prevent the matter re-occurring.		The six-month rule is already in the standing orders and needs to be followed	<ul style="list-style-type: none"> Action outstanding – all Standing Orders and other policies to be issued to all Cllrs by March 2019
R10	Where advice is needed from East Northamptonshire Council or the Northants CALC on procedural matters this should always be done through the clerk. The Monitoring Officer will continue to provide advice to individual councillors on their personal position in relation to declarations of interest but if there are concerns about the position of other councillors that advice should be asked for by, and given to, the clerk.		It was Resolved to add this statement to Standing Orders	<ul style="list-style-type: none"> Action outstanding - To be included for adoption in May
R11	The Parish Council should consider a process for recording or filming of future meetings.		This is already in Standing Orders	<ul style="list-style-type: none"> Recording of Meetings Policy to be presented for consideration
R12	The Parish Council should collectively agree what language is and is not appropriate in meetings and correspondence among councillors and with the clerk, how such language should be challenged in meetings and how meetings can be run more efficiently without getting bogged down in minutiae nor stifling legitimate debate.		It was Resolved to include this with R8	<ul style="list-style-type: none"> The use of the term Clerk/Chairman and Cllrs within meeting has been introduced by Locum Clerk and Cllrs have adopted unofficially at the current time.
R13	The Council needs to adopt a Disciplinary and Sickness and Absence Policy for the Clerk.		To be addressed by the staffing committee	<ul style="list-style-type: none"> Action outstanding - Staff handbook to be presented for consideration
R14	The Council needs to adopt a 'need to know' policy in line with legal requirements so that members are clear what information they are entitled to see.	Priority 1	To include with R1	<ul style="list-style-type: none"> Action outstanding

R15	The Council needs to adopt an agreed policy on reporting of fly-tipping.		It was Resolved to publish on the websites the policy for reporting fly tipping	<ul style="list-style-type: none"> Action unknown – if adopted it is not a written policy and not advertised on the website
R16	The Council needs to review its scheme of delegation to ensure it is working as efficiently as possible.		It was Resolved to include this as part of the training policy	<ul style="list-style-type: none"> Action outstanding
R17	The Council needs to ensure its minutes are simply a record of agreed actions and decisions in line with best practice and that those present at a meeting are clear what has been agreed.		It was Resolved that to ensure clarity the clerk will repeat back what the proposal is and what is voted on.	<ul style="list-style-type: none"> Locum Clerk minutes are in preferred format. Permanent Clerk to be allowed to continue this style of minute writing
R18	All members need to be familiar with Standing Orders and should have a pack which contains all policies, Financial Regulations and Standing Orders that they bring to each and every meeting to aid understanding and avoid confusion.		It was Resolved that all councillors bring these documents to all meetings for reference	<ul style="list-style-type: none"> Action outstanding – see R9
R19	The Council needs to ensure members of the public understand their role at the meeting and how the Council works through provision of appropriate information.		Both R19 and R20 are covered in Standing Orders and the Chairman reads out the statement at the meeting and it is included in the agenda. It was Resolved that the chair can invite a member of the public to give	<ul style="list-style-type: none"> Public Participation Policy adopted at Jan 2019 meeting and published on website
R20	The '3-minute' rule in Standing Orders should be enforced and all councillors should support the chair in ensuring the meeting is run efficiently and without conflict.		Subject matter expertise if it helps with the meeting and aides with the decision making	<ul style="list-style-type: none"> Recommendation adopted
R21	The Council should develop a project plan as a matter of urgency to develop proposals for the future of the playing fields to be put to the community as a whole.	Priority 1	It was Resolved that this should be done as a matter of urgency	<ul style="list-style-type: none"> Process to start at Annual Parish Meeting on 5 March 2019
R22	The Council should develop a project plan to review implementation of the Village Plan	Priority 1	It was Resolved that this should be done as a matter of urgency	<ul style="list-style-type: none"> Action outstanding
R23	The Council should ensure that the public understands the work of the Parish Council, and is engaged in agreeing proposals for the long-term future of the community		This is addressed as part of the Village Plan	<ul style="list-style-type: none"> Action outstanding
R24	The Council chair and clerk should look to learn from and share best practice with outstanding local councils		It was Resolved that the Chairman and future Clerk would discuss best practice with other outstanding councils	<ul style="list-style-type: none"> Locum Clerk providing best practice advise
R25	Where Easton-on-the-Hill Parish Council needs to use external support to comply with these recommendations,		It was Resolved to accept this proposal	<ul style="list-style-type: none"> Action unknown

	they should consult with East Northamptonshire Council and the Northants CALC before agreeing such support to ensure they have considered all the options and are obtaining expert advice at value for money			
R26	Easton-on-the-Hill Parish Council should report on its progress in implementing this action plan to the monitoring officer of East Northamptonshire Council in 6 months and again in 12 months after the date of this report.		It was Resolved to report back to ENC Monitoring officer in 6 months and then 12 months	<ul style="list-style-type: none"> Action outstanding – this review to be submitted as 6-month report.

Our Ref: EMP/DM
Contact: Danny Moody
E-mail: dmoody@northantscalc.com
Direct line: 01327 831482
Date: 21 December 2018

Alison Benfield
Locum Clerk to Easton on the Hill Parish Council

Dear Alison,

Job Evaluation

Thank you for your request to Northants CALC to provide a formal job evaluation of the post of Clerk to Easton on the Hill Parish Council. It should be noted that this evaluation is based on the duties and responsibilities of the post as it is now, and any future development of the role would affect the evaluation.

Based on the information supplied by you (e-mail dated 20 December 2018), the post falls within the LC2 profile as described in the *National Agreement on Salaries and Conditions of Service of Local Council Clerks in England and Wales 2004*, which applies to small or medium parish councils. A copy of the National Agreement is enclosed.

The substantive (i.e. middle) range within LC2 is Spinal Column Point (SCP) 30 – 34 and I have considered whether local factors exist which would warrant the Council paying either above or below this range. In the absence of any such factors, the national advice is that the substantive range should be applied. I feel that material factors do exist which suggest that the role is graded below the substantive range, in particular that the financial resources the role is directly responsible for are at the lower end of the range specified for LC2 (e.g. Typical budget £25,000 – £250,000). Also, the role is not responsible for the direct line management of any other paid staff, which is another factor that suggests LC2 below substantive is appropriate.

I therefore recommend that the role is remunerated at the LC2 below substantive range, which is SCP 26 – 29 (£12.40 - £13.76 per hour for the year ending 31 March 2019) on the current scales and will be SCP 18 – 23 on the new scales (£12.64 - £14.03 per hour from 1 April 2019).

A person with no experience or qualifications in the local council sector would be appointed at the bottom of the scale and would then increment one point up the scale for each year of service or for attaining a sector-specific qualification such as the Certificate in Local Council Administration (CiLCA).

Please note that this job evaluation provides a recommendation; the Council may employ staff on such terms and conditions as it thinks fit.

Please let me know if you require any further assistance or advice.

Yours sincerely,



Danny Moody
Chief Executive, Northants CALC

East Northants (North)

JOINT ACTION GROUP

Newsletter Winter / Spring 2019

The Joint Action Group (JAG) is a collaboration of a body of people with an interest in the local community and we meet every three months to discuss local issues. We hope this Newsletter will help make the local community aware of issues being addressed or monitored by members of the public, the Police and the Fire Service. You are very welcome to get in touch, through your local Parish Council, to let us know of any other issues. We also have our own Facebook page and would encourage you to request access.

NEIGHBOURHOOD ALERT: Communication between the Police and the Public

In an effort to improve communication, as well as making the public aware of local issues from time to time, **Neighbourhood Alert** is now available. Anyone can apply on-line to receive regular local up-dates. Search for Neighbourhood Alert and follow the registration procedure.

JAG FACEBOOK PAGE

This is a closed group, which means that although the public can see the page, only approved members can see the posts and confidential information given there.

For Parish Councillors who find it difficult to attend the JAG meetings, Facebook is another way to communicate with the JAG in order to:

- share any concerns that you think the Police, Local Authorities, Housing Associations, Fire Service, other parishes and/or roads authorities should be aware of, with a view to the JAG getting together to help you sort them
- share information about ongoing issues, so the JAG and other members of the page are better informed.

There is an approval process for joining, designed to keep out criminals and mischief-makers, so please be patient if your request takes a few days to come through. To join, click on the following link:

<https://www.facebook.com/groups/1127774527284901/> then click the **Join** button.

We hope this newsletter will help make the local community aware of issues being addressed or monitored by members of the public, the Police and the Fire Service. You are very welcome to get in touch, through your local Parish Council, to let us know of any other issues. We met on 17th January 2019 and the following items were discussed:

Anti Social Behaviour: The number of incidents is on the increase. Our local police representative PC Manning asked us to please report any suspicious activity to the Police on 101 or go onto the Police website and report it online; reporting it on social media is not sufficient.

Operation Graze is focused on burglaries and car and number plate thefts in areas easily accessed from the A1. It is a joint force initiative. A number of arrests have been made helped by number plate recognition but the police are reliant on forensics to make further progress.

Maintenance of footpath linking Oundle and Oundle Golf Club: Paul Piercy-Hughes contacted Oundle School who were disinclined to get involved. Highways said there were no spare funds to help with upkeep.

Halloween and Bonfire Night – no reports

ENC and NCC reorganisation – a work in progress. April 2020 being the deadline

Delays in response to 101 calls- PC Manning suggested contacting Chief Constable Nick Adderley.

Police resourcing in rural areas: PC Jane Manning has been in position for the last month backed up by 3 PCSOs Ali Wallace, Steve Ryan and Arthur Pireira.

Repair of Oundle North Bridge. Warning signs will be going up shortly about the temporary closure of the bridge while weight restriction bollards are erected and also temporary traffic lights installed on the Barnwell crossing prior to the repair of the bridge which is forecast to take a year.

Useful websites:

www.oundle.info

Oundle Town Council- www.oundle.gov.uk

Social media: @NNHighways

Facebook: Oundle North Bridge

Lock it or Lose it !

Everyone is urged to take responsibility for their own property. Don't be tempted to leave doors and windows unlocked, particularly during warm weather: you could also be tempting an opportunist burglar into your home! Keep your keys and valuable out of sight, and never leave valuables on display in your car or they, or even your car, may not be there when you return!

Our next meeting will be on Wednesday 17th July at 2.30pm at Fletton House, Oundle and all Parish Councillors are welcome to attend.



Easton on the Hill

From: Corner, Gillian <Gill.Corner@eonenergy.com>

Sent: Wed, 30 Jan, 2019 at 10:46

To: clerk@eastononthehill-pc.gov.uk

[image003.jpg](#) (6 KB)



Images not displayed.

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Good Morning Alison,

We have recently been to Easton on the Hill to carry out the remedial works and the installation of the LED lanterns that you ordered last October but our electricians were unable to fit a new LED lantern to the pole bracket outside 33 Stamford Road as the electricity pole has been replaced recently (by WPD) and your old street light/bracket etc is now 'missing'.

If you wish to follow this up with WPD, their telephone number is 0845 724 0240 however our electricians have mentioned that there are other lights in this area so you may decide not to replace this 'missing' light, in which case, you will need to contact wpdumso@westernpower.co.uk to ask them to remove this (50 watt son) light from your inventory and then you will need to pass the revised inventory to your unmetered energy supplier to ensure you make the energy savings.

I will forward the invoice for the works we have completed so far and you can get back to me with regards the S/L outside 33 Stamford Road when the Parish Council have made a decision (you may wish to nominate another light to have a 19 watt LED lantern- perhaps one of the lights you have recently added on Baxters Lane as they are 70 watt son and use a lot of energy).

Please ensure you also notify WPD that the following lights are now 19 watt TRT ECO LED lanterns (UMSUG code 42 0019 0000 100)-

S/L outside 9 The Close (was 35 watt son)
S/L opposite 26 Stamford Road (was 70 watt son)
S/L 2 Stamford Road- side of West Mill (was 35 watt son)
S/L 10 opposite 5 Stamford Road (was 35 watt son)
S/L 27 o/s 30 Westfields (was 35 watt son)
S/L 28 o/s 48 Westfields (was 35 watt son)
S/L 39 New Road-near Stamford Road end (was 35 watt son)
S/L 15 outside 13 Porters Lane (was 35 watt son)
S/L 47 The Lane (was 35 watt son)
S/L 18 West Street (was 35 watt son)
S/L 46 outside 22 Church Street (was 35 watt son)
S/L 51 outside 44 Church Street (was 35 watt son)
S/L outside 11 Westhaven (was 50 watt son)
S/L 16 The Green/West Street (was 50 watt son)

Once WPD amend your inventory to reflect the above changes, you will need to notify your unmetered energy supplier to make the energy savings.

Kind Regards

Gill Corner
Commercial Engineer-Highways Lighting.
E.ON Energy Solutions Ltd
Gill.Corner@eonenergy.com

T +44 (0)1529 410633

M +44 (0)7711 892553

F +44 (0)1529 410975

E-mail-signature-layerbar

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Registered Address : Westwood Way, Westwood Business Park, Coventry, CV4 8LG.
Telephone +44 (0) 2476 192000
Fax +44 (0) 2476 42 5432

From: "Corner, Gillian" <Gill.Corner@eonenergy.com>
Sent: Tuesday, 5 February, 2019 11:01
To: "clerk@eastononthehill-pc.gov.uk" <clerk@eastononthehill-pc.gov.uk>
Subject: RE: Lamp replacement Easton on the Hill Parish Council

Morning Alison,

You currently have 32 x 35 watt sox lanterns, 3 x 70 watt son lanterns, 20 x 36 watt PL lanterns and 2 old 24 watt PL lanterns in Easton on the Hill-
(as well as 18 x 19 watt LED Lanterns and 1 x 24 watt LED lantern).

The 35 watt sox and 70 watt son lanterns need to be replaced asap and also the old (converted) 24 watt PL lanterns.

The 36 watt PL lanterns in Easton are fairly new so could be left until later when funds allow but it is up to you.

The cost to replace 32 x 35 watt sox lanterns, 3 x 70 watt son lanterns and 2 x 24 watt PL (converted) lanterns with new 19 watt TRT ECO LED lanterns controlled by all night photocells, would be £11,655 + VAT.

In addition-

If you decide to replace your 20 x 36 watt PL lanterns with new 19 watt TRT ECO LED lanterns controlled by all night photocells, the cost would be £6300 + VAT

We only stock the TRT ECO 19 watt LED as this is the specified lantern in Lincolnshire but we can obtain a 'mini' version of this lantern (as used in Harringworth) which would be slightly cheaper however it is also 19 watt.

All LED lanterns give a 'whiter' light than your existing 35 watt sox lanterns (which give a more orange light) but the new LED lanterns do not 'spill' light everywhere – they have more improved optics which are designed to light the footpaths more efficiently.

We can obtain rear and side shields for the TRT ECO LED lanterns and the cost to supply & install a shield would be £60 + VAT each.

I trust this information is acceptable but if you have any further queries, please do not hesitate to contact me although I will be away on holiday from 25th February until the 19th March.

Kind Regards

Gill Corner
Commercial Engineer-Highways Lighting.
E.ON Energy Solutions Ltd
Gill.Corner@eonenergy.com

T +44 (0)1529 410633

M +44 (0)7711 892553

F +44 (0)1529 410975

From: clerk@eastononthehill-pc.gov.uk [mailto:clerk@eastononthehill-pc.gov.uk]

Sent: 04 February 2019 13:45

To: Corner, Gillian <Gill.Corner@eonenergy.com>

Subject: Lamp replacement Easton on the Hill Parish Council

Dear Gill,

Further to your email last week regarding the progress made on the lamp replacement so far I have been asked to clarify a couple of points with you.

- If the Parish Council decided to complete the outstanding lamp replacements this year what would be the cost?
- Is it possible to have some lamps changed to a 'less bright' option or to fit shields to stop glare into homes affected?

Council will be discussing both of these matters on 11 February and it would help if you could let me have a response in advance of the meeting.

I look forward to hearing from you.

Kind regards

Alison Benfield BA(Hons) FSLCC
Locum Parish Clerk

Draft Revised Local List of Information Requirements - Consultation January 2019

From: Beverley Woolston <bwoolston@east-northamptonshire.gov.uk>

Sent: Tue, 22 Jan, 2019 at 15:10

To: 'clerk@eastonthehill-pc.gov.uk'

PLEASE DO NOT RESPOND TO SENDER. PLEASE SEND ALL COMMENTS TO THE E-MAIL ADDRESS BELOW.

Dear Sir/Madam

Applications are submitted on standard application forms and applicants are required to submit information for the validation / assessment of their applications.

Some of these requirements are set by government and are consistent across all local planning authorities in England. In addition to National requirements councils are able to request more information for some applications, tailored to reflect the material planning considerations that are relevant for that area, and these are known as the 'Local Requirements'.

Setting out the information requirements in a local list helps to ensure that applications are supported by the correct information and that sufficient detail has been provided. As the level of information required varies depending on the nature and scale of a development proposal, the local list provides greater clarity for applicants and minimises the risk of requests for further information which can cause delays in the determination of applications.

The document that we are consulting on combines both National and Local validation requirements in one place, so that it is as easy to use as possible.

Legislation and government guidance states that the local list must be:

- Reasonable, having regard in particular to the nature and scale of the proposed development; and
- About a matter that it is reasonable to think will be a material consideration in the determination of the application.

The local planning authority must consult on a draft local list and then formally publish the document having taken any representations into consideration.

East Northamptonshire Council has reviewed its current local list, which was last published in March 2016.

We have reviewed our local information requirements in light of;

- changes introduced by the government
- changes to local policies
- requirements for different types of applications to make sure that the information requested is necessary for a particular scale and type of development.

Each of the individual information requirements has been reviewed and amended, where necessary, to reflect changes in: legislation, policy and guidance.

We are inviting comments on the Revised Local List of Information Requirements over a period of six weeks from 21 January 2019 to midday on 4 March 2019. Any comments received will be considered in the preparation of the final local validation checklist before it is published.

You can view the consultation online at: https://www.east-northamptonshire.gov.uk/downloads/file/11099/draft_local_requirements_2019

We look forward to receiving your written comments which can be emailed to planning@east-northamptonshire.gov.uk

Yours faithfully

Development Management

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From: "Ellerby, John" <JEllerby@kierwsp.co.uk>
Sent: Tuesday, 29 January, 2019 16:26

Subject: Oundle, North Bridge and CallConnect Operating Area

[To parishes served by CallConnect and Oundle Town Council](#)

As you will be aware, Northamptonshire Highways are moving forward with the implementation of the 3tonne restriction on the North Bridge in Oundle, in order to prevent any further deterioration to the condition of this historic Grade II listed structure. As a result, CallConnect won't be able to use the North Bridge from next Monday, 4th February.

Following discussions with Lincolnshire County Council, I can confirm that CallConnect will be able to serve Oundle by using the South Bridge and the roads into the town from the north. Therefore during the period of closure the following service will continue to operate in Northants :

To	Oundle	Peterborough	Stamford	Notes
Apethorpe	M-F	M-S	M-S	
Ashton	M-F	No	No	
Collyweston	M-F	M-S	M-S	
Cotterstock	M-F	M-S	M-S	
Duddington	M-F	M-S	M-S	
Easton on the Hill	M-F	M-S	M-S	
Fotheringhay	M-F	M-S	M-S	
Glaphorn	M-F	M-S	M-S	
Kings Cliffe	M-F	M-S	M-S	
Nassington	M-F	M-S	M-S	
Oundle	M-F	No	M-F	Town journeys only available as same-day bookings
Polebrook	M-F	No	No	
Southwick	M-F	M-S	M-S	
Tansor	M-F	M-S	M-S	
Woodnewton	M-F	M-S	M-S	
Yarwell	M-F	M-S	M-S	

Notes :

M-F - Mondays to Fridays

M-S – Mondays to Saturdays

Regards
John

John Ellerby
Principal Bus & Rail Development Officer
Northamptonshire Highways
One Angel Square
Northampton
NN1 1ED
DDI +44(0) 1604 364344
Web www.kierwsp.co.uk

EASTON ON THE HILL PARISH COUNCIL MEETING

DATE: 11 February 2019

SUBJECT: ICO INVESTIGATION - FS50733061

1 Introduction and Purpose of Report

1.1 The Clerk received a letter on 14 January 2018 from the Information Commissioners Officer regarding an investigation being undertaken into an FOI Request made to the Council in October 2017

1.3 The purpose of this report is to bring this to the attention of Members and inform them of potential cost implications should this continue to a full investigation.

2 Recommendations

2.1 That the report is received and noted.

2.2 That the Clerk is authorised to continue to deal with this matter in conjunction with the Chairman and Vice Chairman

3 Background

3.1 In early October 2017 following previous communication an FOI request was made to the Council through the Chairman requesting the following information and communications relating to the Playing Fields:-

1. All correspondence regarding the advice sought and received as mentioned in your email of 9th June 2017 in which you state "Because of the advice we sought from both NALC and Stapleton's, there is no need to draft an agreement between the Parish Council and the third-party cricket clubs." and any subsequent correspondence relating to this same matter.

If NCALC and Stapleton only gave verbal recommendations, I hereby request that you ask your sources to confirm these in writing or, if this is not possible, relate their specific and detailed advice to me in writing, together with the names and contact details of the persons you sought advice from.

2. With regards to the draft Playing Field Association Constitution and Licence Agreement. I hereby request that you provide your sources for the drafting of this constitution, i.e. NCALC, legal advice, Playing Fields Trust, etc, and any related documentation including but not restricted to the documentation mentioned in your email of 7th September 2017, listed below:

- 1970/71 lease agreement
- Template documents from Fields in Trust
- What you describe as 'working documents from current playing field organisations'
- The full review and comments from the development manager from Fields in Trust; the legal advice (to be) received by Fields in Trust; full written reports or any conversations you have had relating to this matter, to include names and contact details of the persons you discussed the matter with or/and sought advice from.

3. The alleged complaint made by the Chairman of the Cricket Club against the Parish Council.

3.2 Having reviewed the request, the following response was issued

1. Refused to provide a response to part 1 under section 12 (Exemption where cost of compliance exceeds appropriate limit) and 14 (Vexatious or repeated requests).

2. Refused to provide a response to part 2 under section 12 and 22 (Information intended for future publication)
 3. Refused to provide a response to part 3 under section 22 and 41 (Information provided in confidence)
- 3.3 FOIA section 12(1) allows for refusal where the cost of compliance exceeds £450 or £600. In this instance to provide the information requested in parts 1 & 2 it was estimated to comply the cost would have been between £625 and £875.
 - 3.4 What was not included in the response was the opportunity for the complainant to narrow their request for information to bring it below the appropriate limit, or for them to pay the cost of retrieving and providing the information requested in point (1) and (2) above. Had a fees notice been issued they would have had to pay the requested sum before any work was carried out to retrieve and compile the information.
 - 3.5 A refusal under section 12(4)(b) of the Environmental Information Regulations (EIR) should also have been provided as the request was manifestly unreasonable on the grounds of cost and diversion of resources.
 - 3.6 As the estimated costs of compliance would exceed the appropriate limit under section 12 FOIA. In considering the Council's obligations under the EIR there would be no way of devising a search strategy in which only environmental information was sought as there is no way of knowing in advance which correspondence would contain environmental information and which did not. Therefore, all information and correspondences would have to be collated before the environmental information could be isolated. To comply with the request in 2017 it is anticipated that it would have taken between 25 and 35 hours of work for the Clerk. As the Clerk was the sole employee of the council contracted to work 10 hours a week this would have meant no other work would have been undertaken to the detriment of the village and council overall for between 2.5 and 3.5 weeks.
 - 3.7 Having discussed the matter with the ICO the Clerk has been given an extension to the end of February to try and reach a mutually agreed settlement with the complainant before a formal response is provided to the ICO. Initial contact has been made and if any further communication takes place in advance of the meeting a verbal update will be provided.
4. **Financial Implications**
 - 4.1 At the current time the cost to Council for time spent dealing with this matter since the Investigation notification was received has been roughly £162.50.
 - 4.2 Should the complainant not withdraw their complaint the cost to council could escalate to between £1200 and £1600. What is unknown at the time of writing is if the complainant can be requested to pay for this information in advance of supply now that it has reached an investigation stage.
 5. **Policy Implications**
 - 5.1 There are no policy implications at the current time however the Council are advised to review the FOI policy in light of the current situation
 6. **Health and Safety Implications**
 - 6.1 Council should be mindful of its duty of care to staff and individual Councillors should they be required to deal with matters of this nature in the future
 7. **Reporting Officer** – Alison Benfield, Acting Clerk

Date of meeting	Agenda Title	Minute No.	Resolution	Action
11/06/2018	Finance	18/103	b) To Receive, Review and Agree the new Revised Budget for 2018/2019 – Due to the Precept being set by East Northants Council and being lower than the previous year and the proposed budget a new budget was presented to the council and it was Resolved to accept this. The 2019-2020 precept will be increased to allow for this, the costs for next year's election and the cost of retaining the Call Collect service.	29/01 Call Collect service allowance has not been made in budget
11/06/2018	Call Collect meeting outcome	18/106	As part of Northamptonshire cost cutting measures the Call Collect system would no longer be subsidised. At several meetings attended by Parish Councils affected it was proposed that the service could still be offered with Parish Councils contributing to the costs. For Easton on the Hill it would be £1000.00 for the period Sept 18 – March 19. The figure for the following full year is still to be determined precisely but would be in the order of £2000.00	29/01 Invoice for 2018/19 period not paid currently
27/07/2018	Playing Field Matters	18/130	a) To receive and review the RoSPA Report- The report has been distributed and the two main areas of concern, the swings, has already been addressed. The clerk will provide Easton Maintenance a list of less urgent jobs and ask them to provide a quote to do the work.	
06/09/2018	To Review and discuss openly the report from Hoey Ainscough and approve the implementation of the proposals	18/E03		29/01 Report recommendations and action plan to be resubmitted to Feb meeting for review. Action complete
06/09/2018	Public publication of the report	18/E05	The report has been published on the Village Website and Parish Council Website.	29/01 Report published on new website
08/10/2018	Mediation Report - Recommendation 8	18/167	It was Resolved that a selection of dates would be sent to all councillors so that a suitable one could be found to hold the meeting	29/01 Not clear if this meeting has taken place or still needs to be arranged.
08/10/2018	Reps on outside bodies	18/173	a) To request a volunteer to be the Parish Council representative on the Village Hall Committee. - This will be brought back as an agenda item once there is a full contingent of councillors	
08/10/2018	Reps on outside bodies	18/173	b) To implement the need to include reports from external meetings at Parish Council Meetings	
12/11/2018	Governance Matters	18/183	e) To discuss the renewal of the Domain name Hub on the Hill. It was Resolved to move this item to Decembers meeting where more information about the council's commitment could be presented.	29/01 Item on agenda for Feb meeting. Action complete

12/11/2018	Grit bins	18/191	To Review the request to move an existing Parish Council owned Grit Bin or provide a new one to the entrance to West Mill. It was Resolved that Cllr Hanson would do a full review of all the Grit Bins in the village, mapping where they were and to make any suggestions for moving some for maximum effect. The Clerk will seek costs for adding a new Grit Bin to the entrance to West Mill.	
12/11/2018	Village traffic matters	18/192	It was Resolved that this was not a matter for the Parish Council but for the village as a whole. The matter should be highlighted in News and Views and those villagers who are interested in forming a workshop with CIPS to investigate solutions should be encouraged to contact them.	29/01 Item included in article for next edition of News & Views
10/12/2018	Staffing Matters	213.1	That the Clerk contact Northants ALC and request assistance with the evaluation of the role of Clerk	29/01 Action completed in December
10/12/2018	Staffing Matters	213.2	That this is completed in advance of the February meeting to allow the Recruitment Panel to be agreed at that meeting	29/01 Agenda item Feb meeting. Action complete
10/12/2018	Churchyard Gates	18/203.6	That the gates in the church yard are replaced at both the North and South entrances to meet the needs of residents, those carrying out maintenance in the area and the farmers who require access to land on the other side of the fence	05/01 Site visit carried out and communication started with interested parties. Work in progress
10/12/2018	Churchyard Gates	18/203.7	That the Clerk undertake further investigation into what the best options going forward are and once the information is available source 3 quotes for manufacture and installation for consideration by Members at a future meeting	05/01 Anticipate quotes will be sought during January for consideration at Feb meeting. Work in progress 29/01 Quotation requests sent to 10 local companies. Deadline for submission set to 25 Feb for consideration at March meeting
10/12/2018	WEBSITE AND EMAIL ACCOUNT	18/209.2	That VisionICT are appointed to design and produce a Transparency compliant website for the Council at a cost of £650	05/01 Website draft details have been circulated. Still awaiting more photos and Cllr profiles etc. Work in progress 03/02 Webstie live - Action complete
10/12/2018	WEBSITE AND EMAIL ACCOUNT	18/209.4	That VisionICT set up email addresses for all Councillors and Clerk at a cost of £18 per email address per annum	05/01 Clerk email up and running. Cllrs anticipated to be in operation by mid Jan 2019 13/01 All Cllrs email set up - awaiting confirmation from Cllrs that they have access 03/02 Action complete
10/12/2018	Staffing Matters	18/213.2	That this is completed in advance of the February meeting to allow the Recruitment Panel to be agreed at that meeting	05/01 To be considered at Feb meeting
11/01/2019	Governance Matters	18/221.1	That the Member/Officer Protocol as circulated should be adopted with immediate effect	13/01 Added to adopted Policies. Action complete
11/01/2019	Governance Matters	18/221.2	That the GDPR Consent to Hold Information form as circulated should be adopted with immediate effect	13/01 Added to adopted Policies. Action complete
11/01/2019	Governance Matters	18/221.3	That the Public Participation Policy and Procedure as circulated should be adopted with immediate effect	13/01 Added to adopted Policies. Action complete

11/01/2019	Governance Matters	18/221.4	That the Unreasonable Complainant Policy should be amended to state that it applies to Members of the Council as well as members of the public and then adopted with immediate effect	13/01 Added to adopted Policies. Action complete
11/01/2019	Governance Matters	18/221.5	That Northants CALC be appointed as DPO for the Council during the 2019/20 financial year at a cost of £10	13/01 Emails sent confirming resolution. Action complete
11/01/2019	Planning Applications	18/221.1	Objection to application is submitted	12/01 Email sent and acknowledgement of receipt received. Action complete
11/01/2019	Playing Field - Registration of Land	18/223.3	That the Parish Council formally register the ownership of the land known as Easton on the Hill Playing Field (Ordinance Survey reference number 91 and 162) to the Parish Council	13/01 Clerk requested Chairman move item forward.
11/01/2019	Playing Field - Registration of Land	18/223.4	That the Parish Council confirms that it intends to apply to have the bridleway known as Ketton Drift to be reclassified to a Byway Open to All Traffic (BOAT)	
11/01/2019	Playing Field - Registration of Land	18/223.7	That a sum of £150 be approved for payments in support of the registration of the land and swearing of the statutory declarations.	03/02 Statutory declarations signed. Payment of £44 to be made to Chairman as payment was required at the time of the declarations being made
11/01/2019	Playing Field - Registration of Land	18/223.8	That the Annual Parish Meeting be held on Tuesday 5 March 2019 to include the forming of a Working Party to consider all aspects of the future of the Easton on the Hill Playing Fields and form recommendations for the consideration of the Parish Council.	29/01 Article in News & Views
11/01/2019	Clerks Report	18/224.1.1	That Cllr Sharpe be appointed as the Kings Cliffe Local Liaison Group Representative for the rest of the municipal year	13/01 Emails sent requesting that Cllr Sharpe receive future communications.
11/01/2019	Clerks Report	18/224.1.4	That the Clerk responds to Harris & Aspinall's Circus request to hold a circus in the village declining the request due to the lack of suitable land at the current time	29/01 Emails sent. Action complete
11/01/2019	Clerks Report	18/224.3.2	That the sum of £62.35 be reimbursed to Mr Nicol for the domain renewal costs linked to the Hub on the Hill domains	13/01 Chq posted. Action Complete
11/01/2019	Clerks Report	18/224.3.3	That the domains be registered in the name of the Parish Council and that further consideration is given to if the Parish Council should keep ownership of them in the longer term before they are due for renewing again in 2020	13/01 Request made that domain registration is changed to Parish Council 24/01 Domains transferred to VisionICT on behalf of the Parish Council 03/02 Agenda item for Feb meeting
11/01/2019	Reports from Reps	18/225.3.1	That Cllrs Forman and Rawlinson be appointed to take on responsibility for maintenance and inspection of the vehicle activation devices owned by the Parish Council and that Cllr Stokes be approached to assist.	13/01 Action complete
11/01/2019	Reports from Reps	18/225.3.2	That the Chairman discuss with Cllr Stokes further his expressed interest in speeding matters within the village	
11/01/2019	Reports from Reps	18/225.4.2	That Cllrs provide the Clerk with information for the website as soon as possible to assist her in getting it live by the end of the month	13/01 Request sent to all by email or post 03/02 Action complete

11/01/2019	Reports from Reps	18/225.5.1	That the list of Checkers for 2019 be formed by allocating Cllrs alphabetically to each month	13/01 Action complete
11/01/2019	Reports from Reps	18/225.5.2	That the Clerk clarify with the insurance company how often checks on Council assets should be undertaken.	29/01 Email sent requesting confirmation
11/01/2019	Reports from Reps	18/225.5.3	That the Clerk review the last play equipment ROSPA report to establish if all action had been completed	

Easton on the Hill Parish Council

DATE: 11 February 2019

SUBJECT: Bank Accounts

1 Introduction and Purpose of Report

- 1.1 At the current time Easton on the Hill banks with Barclays Bank with no online payment arrangements with limited interest paid on its deposit account.
- 1.2 This report is to present to members alternatives that will produce a higher interest rate and allow the flexibility of online banking also.

2 Recommendations

- 2.1 That the report is received and noted.
- 2.2 That a CCLA Public Sector Deposit Fund Account is opened and all Parish Council funds are transferred to this account as soon as possible to maximise interest gained.
- 2.3 That a Unity Trust Current Account is opened as soon as practicable and is used as the Parish Councils main business account going forward with internet banking enabled.

3 Background

- 3.1 At the current time all Parish Council banking is done through Barclays Bank with no online payment options available. All payments are made by cheque and this is starting to prove to be difficult as more companies are requiring direct payment into bank accounts and not accepting cheques.
- 3.2 The Parish Council maintains a balance of £25,000 approximately in its deposit account and receives less than £20 per annum in interests on this sum.
- 3.3 The Parish Council does not currently pay any charges for its banking but also has limited flexibility in the manner in which it manages finances.
- 3.4 Members are asked to note there are also hidden costs associated with using cheques in terms of the Clerks time in writing the cheques, remittance advice notes to send with cheques, cost of stamps and envelopes, along with the time taken to post each payment.
- 3.5 Currently the Councils accounts are set up so that the Clerk is a signatory on the account and each cheque requires 3 people to sign. This is a robust system of operation but is over and above what is required by legislation. The accepted process is to have 2 from 3 (or above) Cllrs as signatures on the account and the Clerk/RFO to be the administrator of the account. This protects both Council and Clerk/RFO as there are at least 3 people involved in the payment process

4. Alternative Options

- 4.1 There are a number of options available to Council –
 - 1. Do nothing
 - 2. Amend banking arrangements with Barclays to include on-line banking
 - 3. Keep everyday banking with Barclays (including on-line banking) and move reserves to a higher interest bearing account
 - 4. Move both every day and reserves to other providers
- 4.2 Option 1 – there is no issue with the option but to maintain the status quo will not maximise interest achievable on reserves or allow the RFO to manage payment of invoices going forward as efficiently as possible.

- 4.3 Option 2 – would allow the RFO to manage the payments of invoices going forward more efficiently but would not maximise interest achievable on reserves.
- 4.4 Option 3 – would allow Council to maximise interest achievable on reserves and allow the RFO to manage payment of invoices going forward as efficiently as possible. However if the Clerk or Cllrs also bank with Barclays the system is set so that they have access to the both their personal and Council accounts and this cannot be separated.
- 4.5 Option 4 – this would allow the council to come into the 21st century in terms of its banking, maximise interest on reserves and reduce the time and costs involved with writing chqs and not allow any risk associated with personal and council banking arrangements.

5. Proposal

- 5.1 It is proposed that the Parish Councils banking arrangements are moved to alternative financial institutions –
- CCLA to increase the interest gained on balances and
 - Unity Trust for everyday banking to utilise online banking.
- 5.2 CCLA is a privately-owned investment manager. The firm primarily provides its services to the Church of England, charities, faith organisations, and local authorities in the United Kingdom. It manages mutual funds for its clients. The firm invests in the public equity and fixed income markets across the globe. It typically invests in socially responsible companies. CCLA Investment Management Limited was founded in 1958 and is based in London, United Kingdom (<https://www.ccla.co.uk>)
- 5.3 The suggestion is that all funds (reserves and current account balances) are transferred to a CCLA Deposit Fund with transfers made from this to the banks current account (either Barclays or another provider) on an as needed basis. Funds can be transferred on the same day if requested before 11.00am by email. Funds will only be transferred to the nominated account and does not require multiple signatures.
- 5.4 Unity Trust Bank plc provides specialist banking services to trade unions, charities and other organisations that operate in the not-for-profit sector in the United Kingdom and its remit has expanded to include profit-with-purpose businesses. Founded in 1984 its head office is based in Birmingham. (<https://www.unity.co.uk/>)
- 5.5 Unity Trust in the main are online banking but do provide both chq book and paying book. Payments in are through post offices and other banks (although additional charges are incurred if used regularly). It can be set up with 3 to authorise without the Clerk needing to be signature they can set up payments but not authorise.

6. Financial Implications

- 6.1 Currently the Council holds about £25,000 in its deposit account with Barclays and gains less than £20/annum in interest. There is up to a further £12-£13,000 held in the current account gaining no interest at all.
- 6.2 If the Council were to transfer its reserves and current account funds to the CCLA Deposit account it would achieve roughly *0.78% net of fees, giving an annual return of £312/annum on a balance of £40,000 assuming no additional base rate rises (or reductions). The market is currently suggesting just one increase of 0.25% this year. *based on rates as at 29 Jan 2019.
- 6.3 If the Council were to move its Unity Trust it would allow the Council the flexibility to manage its accounts on-line without the additional costs associated with the writing and sending of cheques. It is estimated that the average cost to Council of writing and sending each cheque is between £1.00 and £1.50 (based on the current cost of a 2nd class stamp and an hourly rate of £12/hr)

6.4 The current fees payable on a Unity Trust account with under £100k/annum in the account is £6.00, but this would in part be offset by the savings achieved in Clerks time, postage and paper costs.

7. Policy Implications

7.1 Should council decide to move to online banking Financial Regulations would need to be amended to reflect this.

8. Health and Safety Implications

9.1 There are no Health and Safety Implications linked to the content of this report.

10. Reporting Officer – Alison Benfield, Locum Clerk

Easton on the Hill Parish Council

Turves Barn, Whitepost Road South, Eye, Peterborough, PE6 7SW

Email: clerk@eastononthehill-pc.gov.uk

Bank Reconciliation – 31 December 2018

Agenda No: 18/247
£

Total of balances in bank accounts as at 31 December 2018

Community Account

22,025.00

Business Savings Account

25,070.68

Total **47,095.68**

Less unrepresented cheques:

2498.58

Less outstanding payment:

Plus outstanding receipts:

0.00

Net bank balance at 31 December 2018

44,597.10

Cash book

Opening balance: 1 April 2018

34,499.21

Add: receipts to date

31,052.69

Less: Payments to date

20,954.80

Balance per cash book as at 31 December 2018

44,597.10

Diff: **0.00**

Yours faithfully

Alison Benfield

Parish Clerk

Easton on the Hill Parish Council

Turves Barn, Whitepost Road South, Eye, Peterborough, PE6 7SW

Email: clerk@eastononthehill-pc.gov.uk

Bank Reconciliation – 30 January 2019

Agenda No: 18/247

£

Total of balances in bank accounts as at 30 January 2019

Community Account

18,704.39

Business Savings Account

25,070.68

Total **43,775.07**

Less unrepresented cheques:

1,387.89

Less outstanding payment:

Plus outstanding receipts:

Net bank balance at 30 January 2019

42,387.18

Cash book

Opening balance: 1 April 2018

34,499.21

Add: receipts to date

31,070.00

Less: Payments to date

23,182.03

Balance per cash book as at 30 January 2019

42,387.18

Diff: **0.00**

Yours faithfully

Alison Benfield

Parish Clerk

EXPENDITURE AGAINST BUDGET

	BUDGET	ACTUAL TO DATE	% of Budget	Committed	APR	MAY	JUN	JUL	AUG	SEPT	OCT	NOV	DEC	JAN	FEB	MAR
Payments (excluding VAT)																
Staff costs	£ 7,164.00	£ 8,499.58	118.64%	£ 7,164.00	£ 526.98	£ 619.44	£ 787.00	£ 444.27	£ 444.27	£ 777.27	£ 555.27	£ 660.00	£1,475.00	£1,806.25	£ 403.83	
Insurance	£ 1,510.00	£ 1,509.58	99.97%	£ 1,510.00		£1,509.58										
Room Hire	£ 150.00	£ 150.00	100.00%	£ 150.00								£ 150.00				
Admin costs	£ 520.00	£ 749.28	144.09%	£ 520.00	£ 34.83	£ 34.83	£ 34.83	£ 47.20	£ 34.83	£ 74.61	£ 176.12	£ 38.31	£ 78.00	£ 113.25	£ 82.47	
Subscriptions	£ 527.00	£ 603.90	114.59%	£ 572.00		£ 416.90	£ 147.00	£ 40.00								
Training/conference	£ 300.00	£ 20.70	6.90%	£ 300.00			£ 20.70									
Audit	£ 413.00	£ 413.00	100.00%	£ 413.00		£ 213.00					£ 200.00					
Street Lighting	£ 3,950.00	£11,639.93	294.68%	£ 3,950.00	£ 1,466.08		£ 226.74	£ 851.22		£ 226.74		£ 912.98	£ 464.21	£ 222.96	£7,269.00	
Solicitor	£ 500.00	£ 825.00	165.00%	£ 500.00				£ 825.00								
Parks & Open Spaces	£ 5,505.00	£ 4,797.73	87.15%	£ 5,000.00	£ 311.65			£ 833.00	£ 841.25	£ 35.00	£1,106.83	£1,070.00	£ 600.00			
Asset Maintenance	£ 195.00	£ 25.00	12.82%	£ 50.00							£ 25.00					
Website & email	£ -	£ 1,015.35											£ 455.00	£ 62.35	£ 498.00	
PWLB	£ 1,300.00	£ 1,042.36	80.18%	£ 1,300.00				£ 521.18					£ 521.18			
s137 payments	£ 300.00	£ 225.00	75.00%	£ 225.00							£ 100.00	£ 125.00				
Other payments (not in budget)		£ -														
Total Payments	£22,334.00	£31,516.41	141.11%	£21,654.00	£ 2,339.54	£2,793.75	£1,216.27	£3,561.87	£1,320.35	£ 1,113.62	£2,163.22	£2,956.29	£3,593.39	£2,204.81	£8,253.30	£ -

Receipts (excluding VAT)																
Precept - ENC	£23,660.00	£23,660.00	100.00%		£11,830.00					£11,830.00						
Allotment Rent	£ 140.00	£ 140.00	100.00%							£ 140.00						
Interest	£ 24.97	£ 37.46	150.02%				£ 12.48			£ 12.49			£ 12.49			
Donations	£ -	£ -														
Other receipts (not in budget)	£ -	£ 1,770.35			£ 870.35			£ 400.00		£ 500.00						
Total Receipts	£23,824.97	£25,607.81	107.48%	£ -	£12,700.35	£ -	£ 12.48	£ 400.00	£ -	£12,482.49	£ -	£ -	£ 12.49	£ -	£ -	£ -

Reserves	Opening Balance	Closing Balance	Committed	APR	MAY	JUN	JUL	AUG	SEPT	OCT	NOV	DEC	JAN	FEB	MAR
Land															
Registry/Solicitors	£ 1,347.47	£ 478.47	£ 975.00				£ 825.00							£ 44.00	
Village Clock	£ 1,238.00	£ 1,238.00	£ -												
War memorial	£ 700.00	£ 700.00	£ -												
Public Lighting	£ 6,807.40	£ 1,888.40	£ 7,260.00	-£ 2,000.00										£6,919.00	
Churchyard Extension	£ 5,698.57	£ 5,698.57	£ -												
Election fees	£ 1,091.26	£ 1,091.26	£ -												
Allotments	£ 300.00	£ 300.00	£ -												
Village Sign	£ 240.00	£ 640.00	£ -				-£ 400.00								
IT	£ 133.29	£ 133.29	£ -												
Contingency	£ 2,863.38	£ 2,863.38	£ -												
Total Reserves	£20,419.37	£15,031.37	£ 8,235.00	-£ 2,000.00	£ -	£ -	£ 425.00	£ -	£ -	£ -	£ -	£ -	£ -	£6,963.00	£ -