

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 Monday 11 February 2019 at 19.00 in the Easton on the Hill Village Hall

Present

Councillors P Bates, A Cutforth, W Davis, I Forman, E Hanson, A O'Grady, J Rawlinson, M Simpson (Chairman) & D Sharpe

Clerk A Benfield

Others 6 Members of the public were in attendance.

18/231 APOLOGIES FOR ABSENCE

Apologies for absence were received and accepted from Cllrs Stokes and Ward (personal reasons).

18/232 DECLARATIONS OF INTEREST

No declarations of interest were made

18/233 PUBLIC PARTICIPATION

No members of the public present wished to address the Council

18/234 MINUTES

Comment was made that the discussion during the meeting in relation to resolution 18/223.4 was not specific enough. However, Members agreed that the resolution was correct and that no amendment should be made.

Resolved The minutes of the meeting held on Monday 11 January 2019 be confirmed as a correct record of the meeting and signed by the Chairman

18/235 GOVERNANCE MATTERS

Members reviewed the Governance Review Action Plan as circulated and discussion took place on the following items -

R8 - all those Cllrs who were involved in the review in 2018 agreed that this item was outstanding. However differing views were expressed on how it should be dealt with or if it should be considered irrelevant now that a number of the original members involved had resigned. The Clerk confirmed that the training scheduled for 25 February would cover Code of Conduct and relationships and further suggested that a policy should be agreed that clearly defines appropriate behaviour for Councillors towards each other, members of staff and the residents of the village.

R9 - It was agreed that rather than each Councillor being provided with hard copies of all policies and procedures the Clerk should ensure an electronic copy was available at each meeting should they need to be referenced during a meeting. The Locum Clerk also drew members attention to the fact that a full list of up to date documents are available on the website.

R14 & R16 – It was agreed that more work was required on these items and the current set up of Committees and Working Parties was not clear. The Locum Clerk provided an explanation of the difference between a working party and Committee. She also indicated that although openness and transparency is key there would be times when it is not appropriate for all Cllrs to have all information, they may consider they have a right to and that they should accept the advice of the Clerk at those times. It was agreed that this should be reviewed at the March meeting for adoption in May at the start of the new municipal year.

R22 & R23 – both matters to be dealt with at the Annual Parish Meeting on 5 March with the setting up of a working party to review the implementation of the Village Plan and move it forward.

Initials

- Resolved** 235.1 That item R8 should remain as an outstanding matter and be reviewed at a future meeting following the NCALC full Council training scheduled for 25 February 2019
- 235.2 That the Clerk ensure an electronic copy of all up to date Policies and Procedures be available at all meetings for reference.
- 235.3 That all Councillor be issued with electronic copies of all up to date Policies and Procedures except Cllr Bates who should be provided with a hard copy.
- 235.4 That further work be undertaken on the Councils governance for delegation of duties through working parties and committees
- 235.5 That a working party be formed at the APM to review the implementation of the Village Plan and move it forward

18/236 PLANNING APPLICATIONS

It was noted that the Planning Committee had informally reviewed the following Planning Application and recommend that no comments should be made:-
 18/02456/FUL - Proposal : Installation of glazed canopy to rear entrance door. at 34 Stamford Road Easton On The Hill Northamptonshire PE9 3NU (PP-07512617

Resolved That no comments be made on Planning Application 18/02456/FUL

18/237 HUB ON THE HILL DOMAINS

The Clerk reported that the Hub on the Hill Domains were now in the control of VisionICT on behalf of the Parish Council.

Following a short discussion, it was agreed that no decision be made on the future of the domains until closer to when they were due for renewal again.

- Resolved** 237.1 That the report be received and noted
- 237.2 That no further discussion or decision be made on the future of the domains until closer to renewal in the autumn of 2020

18/238 REMOVAL OF IVY IN SPRING CLOSE

Consideration was given to the removal of Ivy in Spring Close.

The matter of insurance cover for volunteers working on parish land on behalf of the council was discussed. It was noted that as long as the work was sanctioned by the Council in advance, that all relevant risk assessments and method statements completed in advance and all those volunteering were suitably attired to carry out the work they would be covered under the Council PL insurance.

Cllr Forman offered to produce the risk assessments and this was gratefully accepted by the meeting. It was agreed that a working party, including a member of the Horticultural Society, be formed and the work carried out on Saturday 23 February 2019 with the event advertised in the post office and via other media outlets within the village.

- Resolved** 237.1 That Cllr Forman be authorised to undertake risk assessments for the planned work in Spring Close.
- 237.2 That a Working Party is formed on Saturday 23 February 2019 to undertake Ivy removal in Spring Close

18/239 PARISH CLERK JOB EVALUATION AND RECRUITMENT

Following a brief discussion, it was agreed that the recommendation from NCALC should be accepted and adopted. Therefore, the post of Clerk be advertised on LC 2 26-29 (moving to 18-23 from 1 April 2019). Working hours to be set at 12hours per week.

It was agreed that the post should be advertised via the SLCC for 4 weeks at a cost of approximately £150 and NCALC for free with a request that it is also distributed to the neighbouring counties. In addition, it was agreed that it should be advertised as widely as possible within the village using all media outlets. Comment was also made that it is possible to advertise in the Stamford Mercury for free and Cllr O'Grady committed to provide the Clerk with contact information.

Cllrs Bates, Hanson, Cutforth and Rawlinson, in conjunction with the Locum Clerk were agreed as the appointment panel with delegated authority to short-list, interview and confirm final terms and conditions with the successful applicant without reference to council.

The Locum Clerk confirmed that she would compile recruitment packs for the process to include shortlisting criteria, interview questions and scoring scheme to ensure an equitable process was followed

Initials

- Resolved 239.1** That the Job Evaluation from NCALC be received and noted
239.2 That the post of Clerk to the Parish Council be advertised on LC 2 26-29 (moving to 18-23 from 1 April 2019) with working hours to be set at 12 hours per week.
239.3 That the recruitment process for appoint of permanent Clerk as detailed is agreed.
239.4 That the Recruitment Panel be formed consisting of Cllrs Bates, Cutforth, Hanson and Rawlinson in conjunction with the Locum Clerk and have delegated authority to shortlist, interview and appoint including agreeing terms and conditions of employment.

18/240 REPRESENTATION ON JOINT ACTION GROUP

- Resolved 240.1** That the JAG newsletter be received and noted
240.2 That Cllr Sharpe be nominated and the Councils representative on JAG

18/241 STREET LIGHT LAMP REPLACEMENT PROJECT

The email from Eon providing an update on the current street light lamp replacement project was discussed.

Consideration was given to the replacement of the outstanding lamps within the village owned by the Parish Council that were not included in the original order. It was agreed that this matter should be progressed as considerable savings on energy costs would be made going forward.

Concern was raised that the cost of this project was substantial and although the Council does have sufficient funds in reserve if it was the appropriate thing to do and what the 'payback time' on the capital expenditure would be. It was agreed that it was better use of council funds to replace the lamps and make savings on energy costs than have the money sitting in the bank gaining little interest.

After the meeting the Locum Clerk reported to Members that the energy savings were projected to be 67% and that average monthly energy costs should reduce from approximately £268 per month to £88 and the payback on the capital outlay of £17,000 would be approximately 8 years.

In terms of the missing lamp bracket outside no 33 Stamford Road it was agreed that this should be replaced and that the Clerk is delegated to deal with lighting matters of this nature going forward without reference to Council.

Members also noted that a complaint had been received regarding the replacement of one lamp as it was now causing inconvenience to a resident as it is now shining brightly into their property. It was agreed that the Clerk should discuss with Eon options to reduce this glare.

- Resolved 241.1** That the update email from Eon be received and noted
241.2 That the light outside 33 Stamford Road is replaced
241.3 That the Clerk is delegated to deal with lighting matters of a similar repair and renewal status going forward without reference back to council
241.4 That the lamps on the Baxter Lane lights should be changed as soon as possible.
241.5 That the Clerk request information from EON to clarify that the replacement lamp they are proposing for each location is suitable and relevant prior to the order being placed.
241.5 That once the requested information at 18/241.5 is received an order for the replacement of all outstanding lamps is placed up to the value of £18,000

18/242 ANNUAL PARISH MEETING

As he was not present at the meeting the Chairman agreed to speak to Cllr Stokes regarding representation on the Village Speed Reduction WP. Members confirmed that if he did wish to be a Council representative this would be accepted.

- Resolved 241.1** That Cllrs Davis, Forman and Rawlinson be nominated to be the Parish Council representatives on the Playing Fields Working Party to be formed at the Annual Parish Meeting
241.2 That Cllrs Sharpe and Stokes be nominated to be the Parish Council representatives on the Village Speed Reduction Working Party to be formed at the Annual Parish Meeting

18/243 CLERKS REPORT

Members agreed that no items of correspondence listed on the agenda required formal discussion at a future meeting.

In terms of the ICO investigation, as detailed in the Locum Clerks report, 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:-

Initials

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 NALC 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. NALC, 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.
 - The alleged complaint made by the Chairman of the Cricket Club against the Parish Council.

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)

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.

Having reviewed the response as provided in 2017 the Locum Clerk advised in her report that 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 the requester would have been expected to pay the requested sum before any work was carried out to retrieve, compile and provide the information. She also reported that 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.

As the estimated costs of compliance would exceed the appropriate limit under section 12 FOIA. In considering the Councils 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 estimated 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 or completed to the detriment of the village and council for between 2.5 and 3.5 weeks.

It was noted within the report that having discussed the matter with the ICO the Locum Clerk has been given an extension to the end of February 2019 to try and reach a mutually agreed settlement with the complainant before a formal response was provided to the ICO. Initial contact has been made with the complainant but no response was received in advance of the meeting.

Members further noted within the report that the cost to Council since the Investigation notification was received was roughly £162.50 and should the complaint not be withdrawn the cost to Council would escalate to between £1200 and £1600. What was unknown was if the complainant can be requested to pay for the information in advance of supply now that it had reached an investigation stage.

Cllr Cutforth commented that not knowing more about the request made it difficult to agree with the recommendations within the report. The Locum Clerk stated that as the matter contained personal information it would not be made available to Members or made public but that it was a genuine investigation instigated by the ICO and it was necessary to continue to deal with it until it was completed to the satisfaction of the ICO.

Initials

Cllr O'Grady stated that an ICO request was a request for information and if the request was made in 2017 how come it has taken so long and why had the Parish Council not replied positively. The Locum Clerk replied that the council had responded as reported to say they could not release the information for the reasons stated in the refusal notice. Cllr O'Grady then stated that the requester had written again to the Council and not received a response. The Locum Clerk responded that she was not able to comment on this as she had not been involved at the time. Cllr O'Grady then asked for confirmation that as the ICO had now decided to investigate that they had decided the Councils response had been invalid. The Locum Clerk stated that this was not the case but that they were investigating to establish if the complaint lodged was valid based on the response provided originally.

- Resolved 243.1** That the correspondence as listed on the agenda be received and noted and not be brought back to a future meeting for further consideration
- 243.2** 1) That the report regarding the ICO investigation into FOI Request dated October 2017 be received and noted and that delegated authority be given to the Clerk, Chairman and Vice Chairman to continue to deal with the matter until concluded.
2) That the potential costs to the Council should a local agreement not be reached were noted.
- 243.3** That the Rolling Program be receive and note
- 243.4** That the update on the website and article submitted to 'News & Views' promoting the Annual Town Meeting be received and noted.

18/244 **REPORTS FROM REPRESENTATIVES**

Trees & Greens - Cllr Bates reported that she had nothing to report and would send her 'Checker Reports' for January to the Clerk.

The Locum Clerk commented that she had no details within the records she could locate relating to the Parish Council allotments. Although she had located a tenancy agreement it made no reference to how much the rent was or how many allotments there were. She also had not details of who were currently tenants to issue invoices on 'Lady Day' in March. Cllr Bates and Cllr O'Grady commented that the tenancy agreement the Locum Clerk had was not up to date as they had made changes to it in the previous year. On further questioning by the Locum Clerk she noted that no Councillor present could recall the matter having been discussed and agreed by Council and that Cllrs Bates and O'Grady may have acted ultra vires.

Cllr Bates confirmed that she had all the records and would provide them to the Locum Clerk.

Play Field - The Chairman reported that the statutory declarations had been sworn that afternoon and that the registration of the land in the name of the Parish Council was progressing.

Vehicle Activation Devises – Cllr Rawlinson commented that both he and Cllr Forman were still awaiting training. The Chairman committed to ensure this was undertaken in the next month.

Checker Reports – the Locum Clerk informed the meeting that having reviewed the Checker Reports for the last 3 months she had contacted Easton Maintenance Company to undertake some minor works including the cutting back of the hedge abutting the footpath from The Crescent to the play area and the repainting of the climbing frame in the Playing Field.

Discussion took place on the ownership of the hedge and it was agreed that the Locum Clerk should contact Spire Homes and inform them that if they did not in future keep the hedge trimmed the Parish Council would arrange for the work to be done and would invoice them

- Resolved 244.1** 1) Cllr Bates report be received and noted
2) Cllr Bates work with the Clerk to ensure that she had all relevant information linked to the allotments on record, including contact details of current plot holders and any waiting list.
- 244.2** Cllr Simpson's report be received and noted
- 244.3** 1) Cllrs Forman & Rawlinson report be received and noted
2) The Chairman arrange for relevant training to be completed in the next month
- 244.4** 1) Cllr Bates report be received and noted
2) The Locum Clerks report be received and noted
3) That the Locum Clerk contact Spires Homes and remind them of their responsibility for keep the hedge between The Crescent and Play park trimmed.

18/245 **BANKING ARRANGEMENTS**

The report from the Locum Clerk regarding the Councils banking arrangements was considered. Comment was made that changes of this nature should not take place until the new Clerk was in post. However, this

Initials

view was not supported widely and it was agreed that accounts should be opened with both CCLA and Unity Trust as recommended by the Locum Clerk.

- Resolved**
- 245.1 That the report be received, noted and the recommendations fully supported
 - 245.2 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.
 - 245.3 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.

18/246 **ORDERS FOR PAYMENT**

- Resolved** That the following payments be made –
- Clerking Services - £2185.60
 - Clerking costs - £403.83
 - Expenses - £67.35
 - Solicitor costs for signing declarations - £44.00
 - Website design and email accounts - £597.60
 - Street Light Maintenance - £420.00
 - Street Light Lamp Replacement - £8302.80

18/247 **BANK RECONCILIATION**

Resolved That the Bank Reconciliation for December 2018 and January 2019 be received and noted

18/248 **BUDGET REPORT**

Resolved That the budget report to the end of January be received and noted

18/249 **MATTERS FOR INFORMATION**

A brief discussion took place on the state of the village notice board and it was agreed that the Locum Clerk should investigate alternatives for consideration at the next meeting.

The matter of the Annual Parish Meeting and the Playing Field Working Party was raised. It was agreed that there was nothing for the Parish Council to decide ahead of the meeting other than the representatives as confirmed earlier in the meeting as it was important that the Community felt that it was an open meeting and that there were no preconceived ideas of the outcome by the Parish Council

Resolved That a report on options for village notice boards be presented to the next meeting

18/250 **EXCLUSION OF PRESS AND PUBLIC**

To resolve that the press and public are excluded from the meeting for the following items of business on the grounds that publicity would be prejudicial to the public interest by reason of the sensitive and/or confidential business to be transacted in accordance with s1(1) of the Public Bodies (Admissions to Meetings) Act 1960

18/251 **TREE SURVEY**

Members gave consideration to the information provided within the report. Discussion on the difference between Public Liability and Professional Indemnity took place following which it was agreed that the contract should be let to J Wilcockson.

- Resolved**
- 245.1 That the report from the Locum Clerk providing the results of quotations received for Tree Management Survey on Parish Council owned trees be received and noted
 - 245.2 That J Wilcockson be confirm to undertake Management Survey on Parish Council owned trees at a cost of £462.00

18/252 **RE-ADMITTANCE OF PRESS AND PUBLIC**

To resolve that as the sensitive and/or confidential business has been transacted that the press and public are re-admitted to the meeting in accordance with s1(2) of the Public Bodies (Admissions to Meetings) Act 1960

18/253 **DATE OF NEXT MEETING**

The next meeting will be held on 11 March 2019

Signed: _____
Chairman

Date: _____

Initials

MINUTES OF THE EASTON ON THE HILL ANNUAL PARISH MEETING

Held on Tuesday 5 March 2019 in the Village Hall, Easton on the Hill

Present: Chairman – Cllr Mike Simpson
Locum Clerk – Alison Benfield
7 Councillors
39 Members of the Public

1) Minutes

The Minutes of the meeting held on 8 May 2018 were agreed as a true record and signed by the Chairman

2) Matters Arising

There were no matters arising

3) Playing Field

The Chairman provided a verbal report including some of the background to the current situation. He indicated that the Parish Council are still trying to get ownership of the land and that it was currently in the hands of a solicitor. He referred to the outcomes of the Village Plan, which recommended that consideration should be given to relocating it closer to the village. He went on to say that the Parish Council were keen to see a Working Party formed from village residents and interested parties to work with Cllrs Davis, Forman and Rawlinson who had been nominated as the Parish Council representatives with a view to looking into options and reporting back to the Parish Council bi-monthly culminating with some costed recommendations in November to enable the Parish Council to budget accordingly.

5 residents agreed to work with the 3 nominated Councillors.

Various questions were asked about the setup of the Working Party and through discussion it was established: -

- There would be no link between the WP and an Association at the current time. Part of the investigation the WP would need to undertake would be an ongoing management structure but at the moment those forming the WP would be a 'Task and Finish Group'. Individuals would be free to decide if they wished to be involved in the longer term when that stage was reached.
- Working Party to consider its own terms of reference for review by the Parish Council. But would include the requirement to deliver a set of costed recommendations to the November meeting. It was acknowledged that if one of the recommendations was relocation this may take longer than November. It would also be required to report back to the Parish Council bi-monthly, preferably in writing so that it was included in the agenda papers for the meetings and was accessible to the residents via the Parish Council website. The Clerk confirmed that the actual meetings of the WP would not be expected to be public meetings and it would be for the WP to decide how, where and when it wished to meet.
- Concern was raised that the recommendations were not supported by the Council. The Clerk commented that the Parish Council was forming this group with the express intention of getting the views of the village and other interested parties and therefore the Parish Council members would be remiss to not adopt the recommendations without very good cause. She further commented that it was for the residents of the village to hold the Parish Council accountable for its actions and reminded them that there were elections scheduled for May 2020 should they be unhappy with the working of the council for any reason.
- In terms of funding it was acknowledged that grant funding should also be considered in addition to the Precept. However, it was also acknowledged that getting outside grant funding for projects on the playing fields would currently be very difficult as the Parish Council could not prove title.

- The situation of the bridleway was briefly discussed. The Chairman commented that the declarations that had been sworn to support the Parish Councils application for proof of title included reference to the bridleway being converted to a by-way for all traffic. A request for this to be formalised with be presented to East Northants Council at a later date.
- Although not known at the current time it was expected that there would still be an interest from a local rugby club to use the field following a previous discussion but the stumbling block at the moment is the lack of title as they were unable to get grant funding. It was acknowledged that the Cricket Club had similar difficulties.
- It was noted that the timeframe for proving title could be up to 2 years. The land registry is required to advertise that the Parish Council are claiming title and this could be challenged – however this is highly unlikely as it has been in the public domain since 2005 that the Parish Council do not have the title and no-one has tried to claim it so far.
- Comment was made for and against moving forward with the WP at this time when the ownership was still not confirmed. However, the general consensus was that to wait for another 2 years before starting to progress the future of the site as a whole would be a waste of the time and that during the next 2 years some positive steps could be made towards the future. It was felt that with the registering of the land being in progress a strong case could be made to grant funding bodies to support the plans – whatever they may be.
- A question was put asking what age group people consider the playing field is for with the general response that it is for all ages when you look at the whole site not just the play equipment.
- With respect to the children’s play area it was agreed that if the consensus of the WP and village was that this element should be relocated closer to the village this could be done without any impact on the playing fields themselves. A general discussion took place on this particular element with reference to the Village Plan and the survey that was carried out, during the consultation meetings with the younger residents and their parents the consensus was that the play equipment was located too far out of the village to be used.
- As a final discussion point it was asked how the WP could be expected to get costing for work to be done without the funding to appoint experts. The Chairman stated that they should discuss this with the Parish Council but that there are a number of residents in the village with specific specialist skills that may be willing to assist pro-bono. He reminded those present that the pavilion was originally built through fund raising.

The Clerk agreed to contact all those who had offered to be on the Working Party to assist them in arranging the first meeting within the following week.

4) Traffic

The Chairman provided some background to why the Parish Council was looking to form a Working Party to investigate and consider traffic issues in the village. He commented on the 3 vehicle activated speed devises that had been purchased and installed in the village by the Council and that through these data relating to the numbers and speed of vehicles could be captured. However, since their installation the volume of traffic within the village had increased and the speed of the vehicles on the A43 had risen also. He commented that a number of villages had been successful in getting the top speed within the residential areas reduced to 20miles an hour and that consideration needed to be given to if this would be relevant for Easton on the Hill. Having discussed the matter previously the Parish Council has nominated two Cllrs to act as representatives of the Parish Council.

2 residents agreed to work with the 2 nominated Councillors and to agree the WP terms of reference and report back to the Parish Council with a plan of action.

5) Village Plan

The Chairman introduced this item with reference to the Governance Review that the Parish Council had been involved in the summer of 2018. He highlighted that facilitating the completion of the recommendations within the plan had been one of the actions from the review and therefore the Council were now keen to pursue this with the community. He went on to say that it was a very well researched document and that a lot of work had gone into it. A majority of those in attendance

indicated that they either still had or had seen in the past a copy of the plan and some individuals involved in the process added detail to that mentioned by the Chairman on what had taken place and the outcomes achieved.

Various questions were asked about the setup of the Working Party and through discussion it was established: -

- It was questioned what recommendations were included other than the issue of the Playing Field and Traffic in the village to which the Chairman read out a number of other recommendations including – documenting the history of the village, improving the environmental environs, planning matters to maintain the character, public transport, a village guide and support for businesses.
- The intention is to deliver the recommendations in the plan not produce another one!
- No Cllrs have been nominated to represent the Parish Council on the Working Party at the moment as it was an oversight at the last Parish Council meeting to make the nominations.
- It was agreed that there is a large supply of expertise in the village that could be involved in bringing the plan to fruition with the groups and society's that were very active, including but not limited to the history and the horticultural societies. The Clerk commented that the Plan was the village plan and not the Parish Councils and the best way to complete the recommendations was for the village to do it for themselves. Discussion took place on entry to the Britain In Bloom competition and it was commented that the horticultural society were due to discuss this at its next meeting.
- A resident put themselves forward to work with Cllrs once nominated by the Council

6) Comments from residents

a) Village School – an update on the village school was requested.

The Chairman of the School Governors gave a brief history of the school, the trust and the goals that had been set when it was formed 100 years ago. He stated that there had been challenges in recent years and as a result the school had closed.

The school building has now been passed back to the trustees and they are looking into what they can do going forward to support the original goals. There are 6 trustees and all live in the village. The Parish Chairman noted the work that the trustees had put into getting the building back into the trusts control with the Chairman of the School Governors passing thanks to all those who had assisted in this matter. He then went on to detail some of the more recent work that have been undertaken to increase the viability of the school going forward. A long-term lease had been signed with the Little Day Nurse to deliver pre-school education in the village and that they were doing work to spruce up the building. He indicated that more work was ongoing and it was expected that more would be forthcoming.

On being questioned as to what was planned, he indicated that the trustee had been focussed on getting the building back but were now looking to the future but that it was early days and too soon to say any more on the plans.

Finally, he responded that the trustees were comfortable that although they now have the running costs of the building to meet, they were comfortable that this expense could be met without causing difficulties to the trust.

b) Irresponsible Dog Ownership – not picking up dog poo

Comment was made that there was a shocking amount of dog poo not being picked up in many areas of the village and a request that something was done to highlight the problem.

A number of comments were made relating to this matter and it was generally agreed that if someone was seen to not be picking up, they should be challenged and requested to do so – but conversely if someone was seen to be picking up then a ‘thank you’ should be given. A view was expressed that whereas some areas of the village appear to have more problems than others, overall the problem appeared to become worse during school holidays when children were left to walk the dogs as they were often more reticent to clear up than adults.

A discussion took place on the roll of the Dog Warden and if the village could employ their own one. It was stated that previously incidents had been reported to the Clerk who then informed the Dog Warden. The Clerk at the meeting indicated that it would be better if those who saw an issue reported it themselves directly to the Dog Warden as to report it to the Parish Clerk not only added another level of reporting it could overload the Clerk and would stop them working on other matters that they may need to be doing.

A resident report 2 dogs that were left loose in the mornings in an area of the village and it was requested that they do report this to the Dog Warden so that they could investigate further.

c) Parish Council Governance

A resident stated that although the Parish Council had in the past few years had a difficult period with a number of governance issues he was pleased to see that it appeared to be moving forward in a positive manner and he wished to thank the new Councillors who had recently been co-opted for putting themselves forward and to wish them luck going forward.

He went on to say that with the introduction of the new website and the change in style of the Council meeting minutes it was clear that the Parish Council was looking forward and changing its behaviour and that the village as a whole needed to work together and move forward in a positive light.

He also commented that changing behaviour was one thing however the Councillors should remember that they represent all of community and that the decisions made should be for the benefit of all not just individual gain. He stated that there was more needed than better governance and etiquette to move it forward and he understood that the Councillors were to have training and he asked if it had taken place, if it had helped and if everyone had attended.

The Chairman responded to thank the resident for his positive comments. He agreed that the actions and behaviours of Councillors did need to change and that it was sad that it was bad matters that caused the residents to turn out in such high numbers at the December and January meetings. Finally, he indicated that the training that had been held recently was not just linked to the Code of Conduct but other matters also and was the first of a series of training sessions for the Council as a whole and those that had not attended the first session would be offered alternative options.

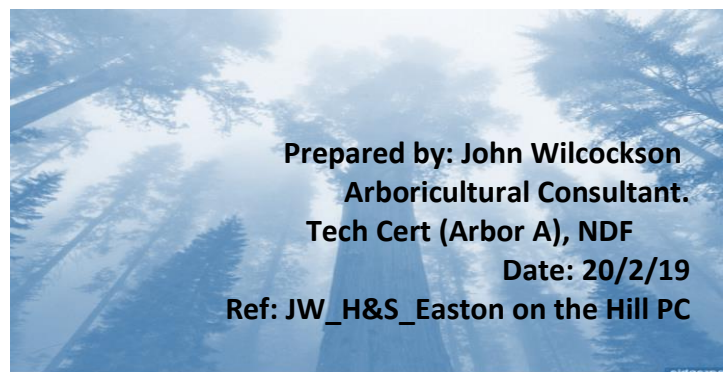
The Clerk also thanked the resident for his kind words and stated to the meeting as a whole that it was their council and that it was their responsibility to hold those the Councillors account. With elections scheduled of May 2020 the community had the opportunity to show through the ballot box their views on the capability of the current council.

Signed:

Date:

Parish Chairman

Health & Safety Report relating to trees under the ownership of Easton on the Hill Parish Council.



**Prepared by: John Wilcockson
Arboricultural Consultant.**

Tech Cert (Arbor A), NDF

Date: 20/2/19

Ref: JW_H&S_Easton on the Hill PC



Contents

1. Instructions	3
2. Report Limitations.....	3
3. Background	3
4. Site Information.....	4
5. Tree Protection	4
6. Aspirations of the survey	6
7. Duty of care relating to trees.....	6
8. Negligence, liability and Acts of God	6
9. Criteria For Risk Assessment	7
10. Findings/comments	8
11. Recommendations	8
12. Inspection frequency	9
Appendix 1 – tree details.....	10
Appendix 2 – plans.....	16
Appendix 3 weak unions	19



1. Instructions

This report was commissioned by Alison Benfield Locum Clerk to Easton on the Hill Parish Council with instruction to carry out an inspection of trees under the responsibility of Eason on the Hill PC. The objectives of this report are as follows:

- To make an assessment of the trees' condition and identify any faults.
- To provide management recommendations based on the data gathered.

2. Report Limitations

Trees are living organisms whose health and condition can change rapidly. The health, condition and safety of the trees therefore should be checked on a regular basis, preferably once a year; this is the responsibility of the tree owner. The conclusions and recommendations in this report are only valid in line with the recommendations provided commencing from the date of the survey. The period of validity maybe reduced in the case of any change in condition or to proximity to the tree. Only those features that are apparent at the time of inspection could be assessed.

No soil samples were taken in preparation of this report and therefore no comments have been made in relation to any soil conditions.

All trees were tagged apart from those that were so heavy in Ivy that access to part of the trees was not possible.

An assessment was made of the trees' condition visually from ground level using Mattheck's Visual Tree Assessment methodology. No climbed inspection or detailed investigation of decay was made, however this was not considered necessary as enough information was gained about the trees from a ground level inspection. If any faults or potential failings were identified on the tree these have been picked up in the tree survey notes. It should be noted that trees can change significantly over a relatively short period of time, and therefore trees should be monitored on a regular basis for sign of deterioration.

3. Background

The majority of tree roots, even for a mature tree, are found in the top 60cm of the soil and are vulnerable to sudden changes in the rooting environment. These roots absorb moisture and nutrients needed for growth and contrary to popular belief, mature trees do not have a large deep taproot that obtains moisture from great depth.

Any damage to the rooting environment can upset the balance between the crown and roots established by a tree over many years, and this may be detrimental to the health status or may compromise the stability and structural integrity of the tree. It should be noted that healthy trees will usually withstand a loss of a proportion of their root system.

The storage of materials, plant machinery etc can cause compaction to the upper soil horizons which may result in damage to feeder roots. These feeder roots absorb oxygen, water & nutrients that are then transported around various parts of the tree to fulfil their part in the growth processes of the tree.

Particular care needs to be addressed in dealing with legally protected species such as nesting birds and roosting bats which are protected under the Wildlife and

Countryside Act 1981 (as amended) from intentional harm and killing and applies to roosting and hibernating bats and active bird nests. The bird nesting season generally runs from March 1st to 31st August, ideally, any works should be avoided within this period. If the presence of bats is suspected, it is recommended that the Local Bat group is contacted for advice.

4. Site Information

The trees are located across 3 sites, a small triangle of land at the end of West St, the “public” area between Stamford Rd & High St and the playing fields on Ketton Drift.

5. Tree Protection

The Town and Country Planning Act 1990 protects trees within Conservation Areas that are not already subject to Tree Preservation Order protection. Conservation Areas are defined as “areas of special architectural or historic interest, the character or appearance of which it is desirable to preserve or enhance”. Although Conservation Areas are primarily designated due to the built environment, trees also contribute to the character of these areas. Trees with a diameter in excess of 7.5cm (3 inches) measured 1.5 metres (5 feet) above ground level are protected by law, and 6 weeks’ written notice must be given before any tree work, not just felling, is undertaken. For trees being felled to aid the growth of others (i.e. thinning operations), the threshold diameter is 10cm (4 inches).

Within a conservation area there are restrictions to the work that may be carried out on trees. The Local Planning Authority must be given at least six weeks’ notice in writing before works are carried out to most trees within conservation areas. The notice must describe:

- which trees require work
- the nature of the work

Work must not be carried out during that period without permission. (If it is, a heavy fine could be imposed, and replacement planting will generally be required). After six weeks the Planning Authority has to make a decision, either negotiate to a favourable position for both parties, approve the works or serve a Tree Preservation Order. Works must be completed within two years of the date of serving the notice. Notification is not needed if the tree intended to be worked on is:

- less than 7.5 cm (3 inches) in diameter *
- less than 10 cm (4 inches) in diameter *if removal is to improve the growth of other trees.
- Dead.
- in a commercial orchard or pruning fruit trees in accordance with good horticultural practice.
- directly in the way of development that is about to start, and for which detailed planning permission has been granted. The diameter is to be measured over the bark of the tree at 1.5m (5ft) above ground level and can be taken to be roughly equal to a third of the girth at that height divided by 3.

Work may also be undertaken without notice:

- to prevent or control a nuisance (in the legal sense, in which case it may be helpful to consult a solicitor).
- to comply with an obligation under an Act of Parliament.
- at the request of certain government departments and other specified organisations.
- For pruning fruit trees for the production of fruit, so long as it is in line with best horticultural practice.

Tree Preservation Orders (TPO)

These are made by Local Planning Authorities to prohibit the cutting down, uprooting, topping, lopping, wilful damage or destruction of trees without the authority's consent. They can be placed on trees deemed to be of high amenity value within the local landscape, ranging in location from public open spaces, to roadsides and private residential gardens.

Once a TPO is made it usually takes immediate effect but can be confirmed or terminated at any time up to six months' time, with or without modifications. Modifications can be a change in description or map details, or a removal of certain trees from the order, but cannot include extra trees to be protected - if the Authority wants to add trees to the order as originally made it is usually necessary to make a new Order. The landowner is still responsible for the trees, their condition and any damage they might cause at all times.

Details of Orders, applications for work and decisions are kept by the local authority and should be available for public inspection. A landowner is also served notice if a new order is made on their land. It is normal, but not required, for other interested parties (for example neighbours, parish councils etc) to be sent copies of new orders too. There is no requirement for applications to do work to protected trees to be advertised, although many authorities choose to do so.

A check of the current status of the trees on site has not been made with the Local Planning Authority and it is advised that this is carried out before any tree works commence on site.

If trees protected by a TPO are cut-down, topped, lopped, uprooted or wilfully damaged or destroyed, the owner of the tree(s) and the contractor responsible for the work can both be legally prosecuted. The current maximum fine is £20,000 per tree at the Magistrates Court or unlimited fine at the Crown Court.

Trees that are dead or dangerous are exempt from legislation. It is common good practice to notify the LPA of intention to carry out work to trees that fall into these categories, preferably with some notice (e.g. one working week).

Any works prescriptions for protected trees can be dealt with by way of inclusion into a Planning Application for development purposes; this avoids the need to make a separate tree application.

A leaflet produced by the DCLG (Protected Trees), covers the issues raised by this legislation and can be found on the

https://www.gov.uk/government/uploads/system/uploads/attachment_data/file/14956/tposguide.pdf

Statutory wildlife obligations: The Wildlife and Countryside Act 1981 as amended by the Countryside and The Habitat Regulations 2012 provide statutory protection to birds, bats and other species that inhabit trees. All tree work operations are covered by these provisions and advice from an ecologist should be obtained before undertaking any works that might constitute an offence.



6. Aspirations of the survey

The aim of this survey is to determine the current health and condition of the trees and to thereafter, identify and highlight hazardous defects and assess potential risks in relation to the owner's Duty of Care.

Only trees large enough to be a risk have been assessed, there were a small number of shrubs such as Elder and young newly planted trees that have not been picked at this point in time.

7. Duty of care relating to trees

In broad terms, a tree owner, and/or whoever has control over it (the duty holder), has a duty of care in both civil and criminal law to take reasonable management measures to avoid foreseeable injury or harm. Duty holders are expected to consider the risks posed by their trees and manage those risks in a reasonable and proportionate way. There is well established case law upholding the principle that the standard of the duty of care varies according to the resources available to the duty holder, i.e. a large land owner such as an estate or a highway authority would be expected to apply a higher standard of management than smaller land owners such as residential householders. In short, the law expects duty holders to act in a practical and sensible way, according to the size of their properties.

However, in the event that a duty holder is found neglectful of their duty of care in terms of checking, i.e. they did not have their trees checked where a significant potential for harm existed, it does not automatically follow that they will be liable for any harm that arises.

Liability will only flow from that negligence if it can be established that a competent check would have identified an unacceptable risk of harm and resulted in remedial works that would have prevented that harm occurring. If a defect that resulted in failure would not have been found in a competent check then, irrespective of any negligence from not carrying out a check, the duty holder is unlikely to be held liable for the consequences of the failure.

8. Negligence, liability and Acts of God

More specifically, negligence, liability and Acts of God are commonly used terms when discussing duty of care and how blame will be apportioned in the event of harm arising. Although they are the subject of detailed legal definitions, their everyday meaning during normal use is more helpful. Negligence occurs when someone fails to do something that a reasonable person would have done. Liability is where the responsibility lies when something happens, i.e. who is to blame, with an implication that this is where compensation may be due for any harm that arises. An Act of God means an event that is beyond human control, i.e. there were no obvious indications that it was going to happen before the event.

Case histories suggest that act of god is only a means of defence if the tree(s) have been inspected by a competently trained person and any advice acted upon.



9. Criteria For Risk Assessment

The Risk Assessment system used is based on the *Tree Hazard: Risk Evaluation and Treatment System* (THREATS) and has been used to record the facts of the inspection as per:-

- Lists any observed defects
- Assessment of the three components of tree risk (defect, target and impact – after Matheny & Clark (1994)¹)
- The system contains an algorithm that provides for a relatively subtle interaction between these three components
- Arrives at a conclusion which was in tune with what can be termed ‘unassisted arboricultural decision making’ (aka gut instinct)
- Establishes a defensible hierarchy of response that includes delayed intervention and phased re-inspection

Score range	Threat category	recommended action and completion deadline
4000 +	7 - Extreme	Evacuate/prevent access to impact site, emergency call-out of contractors
2001-3999	6 - Serious	Close site if practical; arrange for work to be completed within 7 days
1000-2000	5 - Significant	Arrange for work to be completed within four weeks maximum
330-999	4- Moderate	Remediate within 13 weeks, reinspect after SWE meantime (inc. gales to Force 7+)
160-329	3- Slight	Reinspect annually /after storms (Force 10+), expect to schedule work within 2 yrs
50-159	2- Minimal	Reinspect within 3 yrs if public access, schedule work as required
0-49	1- Insignificant	Reinspect within 5 yrs if general public access or 3 yrs if child-specific access & TS ≥20



10. Findings/comments

The scores for all trees come out at 0 apart from T23 which scores 12

- This places all the trees within the category “insignificant risk”

West St

Overall the majority of the trees on site appear to be in the region of 30-40 years in age apart from the old Beech (T95). This specimen has a large area of dysfunctional wood which appears to be combined with canker extending from ground level to around 1.5m. The surrounding tissue appears strong and the tree has put on additional strengthening material here in response.

It appears that very little works have been undertaken to these trees other than perhaps those that have been reactive – highways clearance works.

Despite this, there were no major faults on these trees identified at the time of the survey.

The track was taken as the boundary as the aerial photograph appears to exclude the Chestnut trees east of the track. These can be added if required.

Ketton Drift

There were no serious defects identified on any of the boundary trees surveyed.

G3 is largely an area of unmanaged mixed broadleaf scrub, mostly Thorn with some Elder and no serious defects identified. The boundary was taken as the fence and the trees within the Wildlife Trust area were not surveyed.

Trees between High St/Stamford Rd

These trees have been renumbered since the last survey with tags affixed.

No serious defects were noted however it may be prudent to fell T23 as it appears to be failing.

The Lombardy Poplars are not ideal species to have within an area where the public are invited, they are inherently weak as a species and have propensity to die back and shed limbs.

Although at present there are no H&S issues, consideration should be given long term to remove these specimens and replace with something more sustainable.

11. Recommendations

Although the overall risk is assessed as low across the tree stock, it is recommended that the works identified in yellow are carried out within 3 months of the date of this report and that NT1 (Ketton Drift) is inspected within 6 months once the ivy has died off.



12. Inspection frequency

A recent court case whereby an individual was left with life changing injuries ruled that a 3-year tree inspection program was inadequate and should have been carried out at least every 2 years.

It is considered that a summer and autumn survey is best carried out to assess the trees in different seasons. Pathogens are typically found in Autumn and summer assessments allow for an appraisal of vigour and deadwood levels.

With this in mind, I strongly advise that a full resurvey is undertaken 18-months from the date of this survey, this would allow for a summer inspection to assess vigour and deadwood levels and thereafter, 14 months later, an Autumn inspection to check for fungal pathogens.

An inspection should also be carried out following any significant storm event.



John Wilcockson
20/2/2019

Appendix 1 – tree details

Playing Fields/Ketton Drift

Tag Number	Species	Comments	Recommendations	Threats score
G1	Mixed broadleaves and conifers	Trunk - surface bark wound, Excess of seedpods, Crown - minor deadwood < 100mm. Multi-stem coppiced Ash, Hawthorn hedge and 2 Cypress	No work required	0
G2	Ash	Trunk - multi stemmed, Excess of seedpods, Trunk - Ivy/climber, Trunk - included bark, Trunk - weak unions, Crown - minor deadwood < 100mm.	No work required	0
1	Horse Chestnut	Crown - codominant stems.	No work required	0
2	Ash	Trunk - multi stemmed, Trunk - included bark, Trunk - weak unions, Crown - pruning wounds.	No work required	0
3	Ash	Trunk - multi stemmed, Trunk - included bark, Trunk - weak unions, Crown - pruning wounds.	No work required	0
G3	Mixed broadleaves	Trunk - multi stemmed, Trunk - included bark, Trunk - weak unions. Hawthorn scrub predominantly. 2.4m over path. Clarify boundary as much of red line area is Wildlife Trust land.	No work required	0
4	Ash	Trunk - multi stemmed, Trunk - included bark, Trunk - weak unions.	No work required	0
5	Midland Hawthorn	Trunk - multi stemmed, Trunk - included bark, Trunk - weak unions. Grown out from hedge	No work required	0
6	Ash	Trunk - multi stemmed, Trunk - included bark, Trunk - weak unions.	No work required	0
NT1	Ash	Trunk - multi stemmed, Trunk - included bark, Trunk - weak unions, Trunk - Ivy/climber, Unable to survey effectively.	sever ivy & reinspect within 6 months	0



Land between Stamford Rd & High St

Tag Number	Species	Comments	Recommendations	Threats score
35	Cherry Plum	-	No work required	0
37	Grey Alder	Trunk - Ivy/climber.	No work required	0
38	Grey Alder	Roots - girdling roots, Trunk - historic pruning wounds /stubs.	No work required	0
39	Wild Cherry	Roots - surface root damage, Trunk - Ivy/climber, Crown - codominant stems, Crown - minor deadwood < 100mm.	No work required	0
40	Wild Cherry	Trunk - Ivy/climber, Crown - suppressed, Crown - asymmetric.	sever ivy	0
7	Common Beech	Trunk - Ivy/climber, Crown - Ivy/climber, Unable to survey effectively. Crown Lifting To 5.2m Over Highway.	Crown Lifting To 2.4m Over Footpath Crown Lifting To 5.2m Over Highway.	0
8	Field Maple	Trunk - Ivy/climber, Crown - Ivy/climber, Unable to survey effectively, Crown - minor deadwood < 100mm.	sever ivy	0
9	Pink Chestnut	Trunk - Ivy/climber, Crown - Ivy/climber, Unable to survey effectively, Crown - asymmetric, Crown - suppressed.	sever ivy	0
10	Pink Chestnut	Trunk - Ivy/climber, Crown - Ivy/climber, Crown - minor deadwood < 100mm.	sever ivy	0
11	Field Maple	Crown - codominant stems.	No work required	0



Tag Number	Species	Comments	Recommendations	Threats score
12	Field Maple	Crown - codominant stems, Trunk - Ivy/climber, Trunk - cavity, Crown - asymmetric. Part occluded cavity, appears sound	sever ivy	0
13	Cockspur Thorn	Crown - codominant stems, Crown - minor deadwood < 100mm, Crown - asymmetric, Crown - suppressed.	No work required	0
14	Grey Alder	Crown - codominant stems.	No work required	0
15	Italian Poplar	Roots - surface root damage.	No work required	0
16	Common Hawthorn	Trunk - weak unions, Trunk - included bark, Trunk - multi stemmed.	No work required	0
17	Silver Maple	Trunk - multi stemmed, Trunk - Ivy/climber, Crown - codominant stems.	No work required	0
18	Italian Poplar	Roots - surface root damage, Crown - minor deadwood < 100mm, Crown - major deadwood >100mm, Crown - codominant stems, Crown - Ivy/climber.	No work required	0
19	Norway Maple	Crown - minor deadwood < 100mm, Crown - codominant stems.	No work required	0
20	Ash	Crown - codominant stems.	No work required	0
21	Grey Alder	Trunk - Ivy/climber, Crown - asymmetric, Crown - Ivy/climber, Disease - Phytophthora sp., Crown - minor deadwood < 100mm.	No work required	0



Tag Number	Species	Comments	Recommendations	Threats score
22	Horse Chestnut	Trunk - Ivy/climber, Disease - Bleeding canker.	No work required	0
23	Rowan	Trunk - Ivy/climber, Trunk - leaning >30°.	Fell and poison	12
24	Goat Willow	Topped at 5m, Crown - codominant stems	Buildings clearance 2m.	0
25	Italian Poplar	Trunk - Ivy/climber, Crown - minor deadwood < 100mm.	No work required	0
26	Italian Poplar	Trunk - Ivy/climber, Crown - minor deadwood < 100mm.	No work required	0
27	Italian Poplar	Trunk - Ivy/climber, Crown - minor deadwood < 100mm.	No work required	0
28	Rowan	Trunk - Ivy/climber, Crown - Ivy/climber.	No work required	0
29	Rowan	Trunk - Ivy/climber, Crown - Ivy/climber, Crown - codominant stems.	No work required	0
30	Horse Chestnut	Roots - surface root damage, Crown - codominant stems.	No work required	0
31	Ash	Trunk - multi stemmed, Excess of seedpods. Appears to be part incorporated into neighbouring garden	No work required	0



Tag Number	Species	Comments	Recommendations	Threats score
32	Holly	Trunk - multi stemmed, Trunk - weak unions.	No work required	0
33	Ash	Trunk - leaning <15°, Trunk - Ivy/climber, Excess of seedpods, Crown - asymmetric.	No work required	0
34	Field Maple	Trunk - Ivy/climber, Crown - Ivy/climber.	No work required	0

West St

Tag Number	Species	Comments	Recommendations	Threats score
95	Common Beech	Roots - surface root damage, Trunk - cankers, Crown - tearout wound, Crown - branch wounds, Crown - minor deadwood < 100mm. Trunk - dysfunctional area south from 0.5m to 1.5m. Does not appear to be significant, strengthening reaction growth around zone.	No work required	0
96	Ash	Crown - codominant stems, Crown - pruning wounds, Excess of seedpods.	No work required	0
97	Birch	Crown - pruning wounds.	No work required	0
98	Common Beech	Roots - surface root damage, Crown - asymmetric, Crown - suppressed.	No work required	0



99	Common Oak		No work required	0
100	Purple Plum	Crown - congested.	No work required	0
G1	Mixed broadleaves	Trunk - Ivy/climber, Crown - Ivy/climber. Hawthorn, Beech, Cherry, Blackthorn, Birch mix. No H&S issues but consider removing smaller suppressed specimens.	sever ivy	0

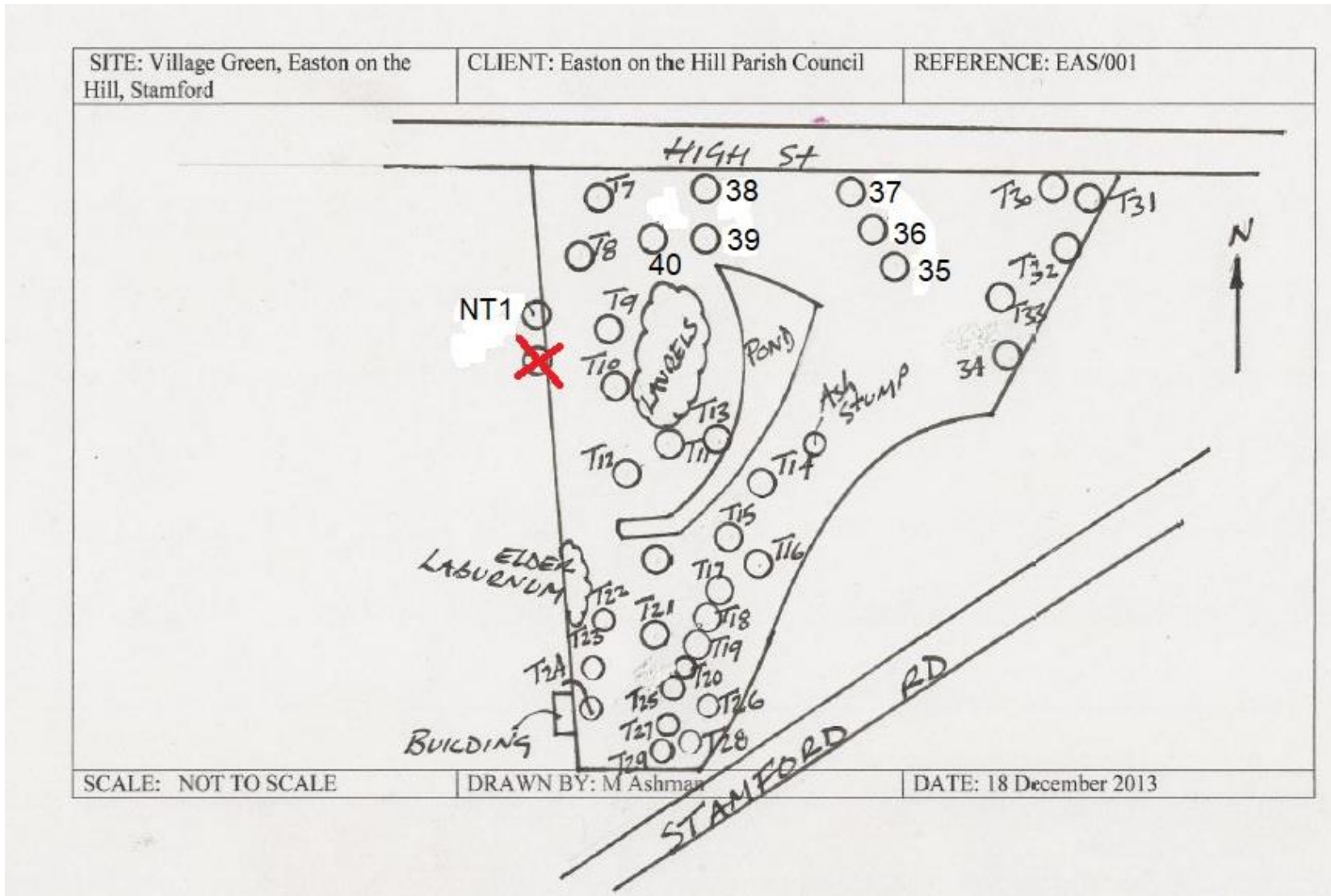


Appendix 2 – plans

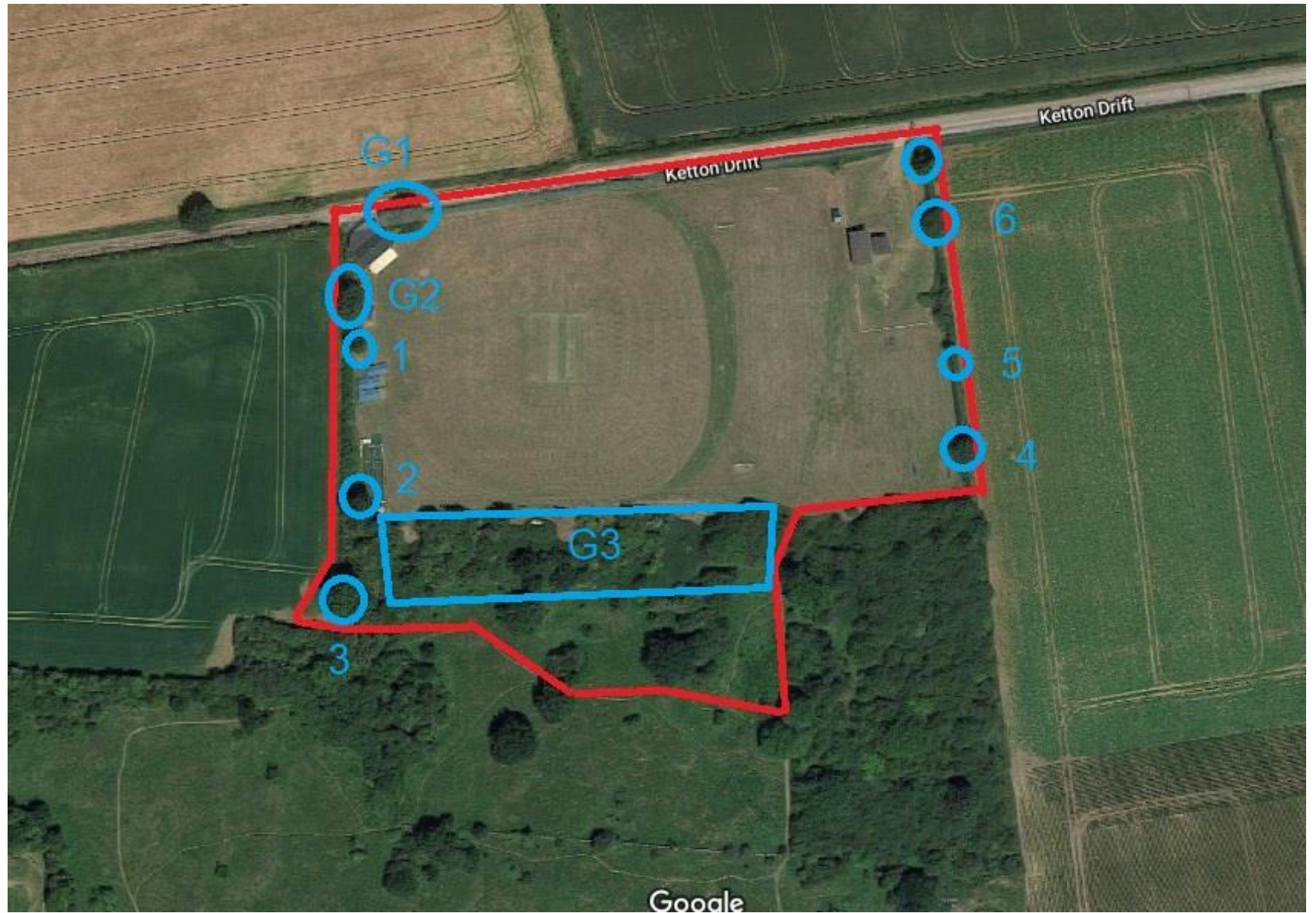
West St



Stamford Rd/High St



Ketton Drift



Appendix 3 weak unions

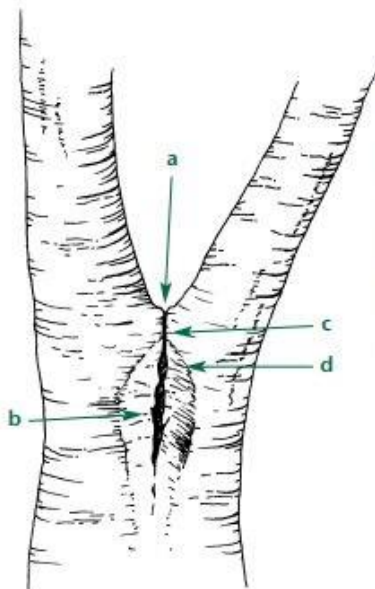


Included bark or "ingrown" bark tissues often develop where two or more stems grow closely together causing weak, under-supported branch angles. Bark often grows around the branching stem attachment and into the union between the two stems. Bark has no strong supportive fibre strength as wood does so the connection is much weaker than a union without included bark.



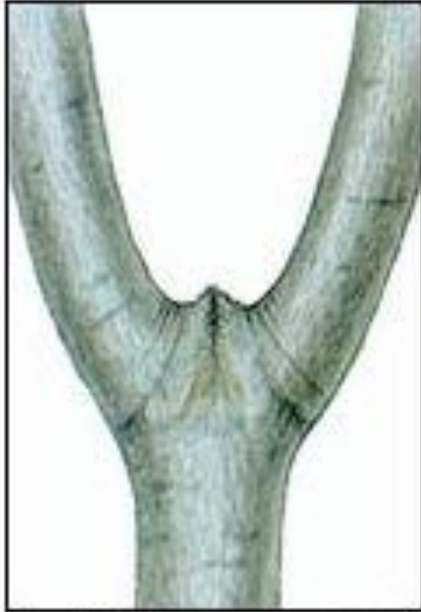


Forks and other unions with included bark

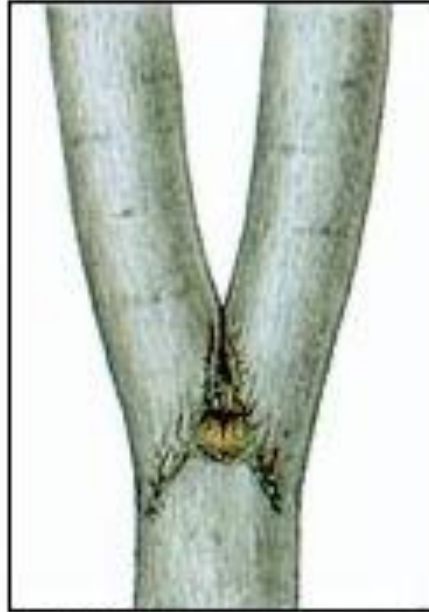


A union with a very acute crotch angle is likely to contain a region of bark-to-bark contact, which contributes nothing to its strength. Such unions often occur at forks (i.e. between co-dominant stems). Even if there is no included bark between such stems, their internal structure usually allows them to be pulled apart rather more easily than a branch from a main stem. In many tree species, weak forks appear to be the most frequent contributory factor to major failure above ground level. They are thus probably more important than decay as a cause of hazard, although decay can be very dangerous when combined with a weak fork.





A. U-shaped strong union



B. V-shaped weak union

The Cypress unions are similar to the right-hand image.

Easton on the Hill Parish Council

DATE: 11 March 2019

SUBJECT: Spring Close Trees – shadowing residential properties

1 Introduction and Purpose of Report

- 1.1 Easton on the Hill Parish Council has a duty of care to ensure that all trees that it is responsible for are maintained appropriately to minimise the risk to property and life.
- 1.2 This report is to present to members the details of a request received that may result in a precedent being set.

2 Recommendations

- 2.1 That the report is received and noted.
- 2.2 Members agree Council policy on having work carried out on trees other than for safety and maintenance grounds
- 2.3 Consideration is given to residents request to carry out work on a Spring Close tree

3 Background

- 3.1 Previously the Parish Council has been approached by residents in the High Street regarding the lack of light in their rear gardens caused by the height of trees in Spring Close.
- 3.2 The recent tree survey on the trees in Spring Close indicates that no work is recommended for any trees adjacent to High Street properties.
- 3.3 A request has been received from residents of High Street to reduce the height of a tree in Spring Close that is the responsibility of Easton on the Hill Parish Council. It is understood that the residents are willing to have the work carried out at their expense.

4. Consideration

- 4.1 As the tree report does not indicate that any work is required on the tree Councillors are requested to consider what precedence would be set if work was carried out on this tree for anything other than safety or maintenance reasons.
 - If it was decided that the council would do this work as the tree belongs to the Council and is causing inconvenience to residents it could leave the Council open to having to carryout work on all trees that are causing inconvenience to them
 - If permission was given for the residents to undertake the work at their expense it could leave the Council open to having to given permission to anyone who want a tree removed/reduced because it was causing inconvenience to them.

5. Financial Implications

- 5.1 Should permission be given for the resident to undertake the work on the tree themselves there is no cost implication.

6. Policy Implications

- 6.1 Should permission be granted in this instance a precedence will be set and it may be that Council wishes to implement a policy to cover this situation in the future.

7. Health and Safety Implications

- 7.1 In this instance there are no H&S implications

8. Reporting Officer – Alison Benfield, Locum Clerk

EASTON ON THE HILL PARISH COUNCIL REPORT**DATE: 11 March 2019****SUBJECT: ALLOTMENTS**

1 Introduction and Purpose of Report

- 1.1 The Parish Council has 15 allotment plots in the village
- 1.3 The purpose of this report is to update members on the current position with the allotments including management and governance.

2 Recommendations

- 2.1 That the report is received and noted.
- 2.2 That 2 Councillors, who are not allotment holders, are nominated to work with the Locum Clerk to review the consideration contained within this report and any other matters that Council considers should be reviewed
- 2.3 That the collection of allotment rents is deferred until the review is completed and Council agrees the way forward

3 Background

- 3.1 The Small Holding and Allotment Act 1908 Section 23 provides that if allotment authorities *'are of the opinion that there is a demand for allotments...in the borough, district or parish the council shall provide a sufficient number of allotments to persons...resident in the borough district or parish and desiring the same'*. Easton on the Hill meets this requirement as it has 15 allotment plots available in the village.
- 3.2 These plots have been managed on behalf of the Council by a Councillor, designated as the Allotment Officer for a number of years. At the February meeting the Locum Clerk raised the matter of allotment rents being due and that she was unable to issue invoices as she had no contact details of the tenants and no idea what rent was payable. The Allotment Officer confirmed that they had all the relevant information and would make this available to the Clerk. At the time of writing the Locum Clerk has received information contained in a book that lists the names and addresses of current plot holders but not copies of any other information including signed tenancy agreements.
- 3.3 During the discussion the Allotment Officer and another Councillor stated that the tenancy agreement on file (see attached) was not up to date as they had included an additional clause the previous year without reference to Council. The Clause states *'The Tenant shall return the allotment in a tidy and reasonably free from weed conditions. Should this not be the case, the Council reserves the right to undertake the necessary work to reclaim the costs incurred from the Tenant'*.
- 3.4 During the whole Council training that was carried out by NCALC on Monday 25 February it was stated that it was unlawful for Council to delegate responsibility to a single Councillor, although it could delegate responsibility to the Clerk and a Cllr could act as a volunteer carrying out actions on the authority of the Clerk. Members are asked to take note of this in the context of the way the allotments are currently managed.
- 3.5 On review, the list of tenants shows that of the 15 plots:-
- 3 are split into half plots
 - 1 half plot is vacant
 - 6 tenants are non-residents of the village.
- It is not evident if there is a waiting list in operation and the Clerk has been approached by a resident requesting a plot.

4 Matters for Consideration

4.1 During the whole Council training that was carried out by NCALC on Monday 25 February it was stated by the trainer that it was unlawful for Council to delegate responsibility to a single Councillor, although it could delegate responsibility to the Clerk with a Councillor acting as a volunteer to carrying out actions on the authority of the Clerk. Members are asked to take note of this in the context of the way the allotments are currently managed and consider if any changes are required.

4.2 In terms of the inclusion of the clause relating to charges being levied if a plot is left in an unreasonable state, Councillors are asked to consider:-

- Whether they wish to agree retrospectively that this clause is included
- If yes – if this is enforceable and,
- what the charge will be.

As an alternative consideration should be given to requesting a deposit is paid at the start of the tenancy that is held until the tenancy ends. It can be returned on the condition that the plot is returned in a reasonable condition. Alternatively the new tenant can be offered the plot FOC for the first 12months to clear it and get it ready for cultivation.

4.3 Members are also asked to consider the implications of a Councillor holding personal information under FOI and GDPR. The ICO website states *'Elected representatives have data protection responsibilities for the personal information they process in their work. They are data controllers under the GDPR. This means they are responsible for making sure all personal data handled by their office is done in a way that complies with the requirements of the GDPR.'* At the current time the Allotment Officer is processing personal information and Council needs to be content that this is being done complies with the regulations. It should also consider if this officer should be registered as a Data Controller in their own right.

4.4 Under the terms of the Small Holding and Allotment Act 1908 Section 23 as the Parish Council is the allotment authority it should only let plots to residents of the village. Members are therefore requested to consider how it will deal with this going forward.

5. Proposal

5.1 It is proposed that 2 Councillors who are not allotment holders, in conjunction with the Locum Clerk are nominated to review the matters for consideration listed above and any other matters that Council feels should be reviewed and make recommendations to the April meeting.

5.6 It is further proposed that the invoices for the allotment rents are not issued or any monies collected until after the review is completed and Council has agreed the process going forward.

6. Financial Implications

6.1 Costs may be incurred by Council should it need to clear a plot if left in an unsatisfactory condition.

7.0 Policy Implications

7.1 None. Although Members to need to be mindful that they do not allow the Council to be in similar situations in future and if resolutions are made that have financial implications these are completed and not left in abeyance.

8. Health and Safety Implications

8.1 None

9. **Reporting Officer** – Alison Benfield, Locum Clerk

EASTON ON THE HILL PARISH COUNCIL MEETING

DATE: 11 March 2019

SUBJECT: ICO INVESTIGATION - FS50733061 - UPDATE

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 update Members on actions taken since the last report was provided.

2 Recommendations

- 2.1 That the report is received and noted.

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 NALC 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. NALC, 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 Councils 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 environmentally 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. Update since February Report

- 4.1 In line with the resolution made at the February meeting the Locum Clerk met with the Chairman and Vice Chairman to review the complaint and investigation letter in more details. As a result, the following was response was provided to the complainant and copied to the ICO.

Having reviewed your request and the original response provided in light of the investigation currently being undertaken the ICO I am in a position to respond further as follows: -

- 1) *The correspondence you requested is no longer available. This information was all sent and received through either the Chairman's business account or the previous Clerks email addresses.*
 - a. *In line with the Chairman's business data retention policy I have been informed that any emails that are not directly related to the business are deleted on an annual basis and not archived.*
 - b. *As you are aware the previous 2 clerks were using email accounts that have been closed or deleted and I therefore do not have access to information that would have been contained within them.*
 - c. *I have searched the Council records that I have and cannot locate any emails or documentation of relevance.*
 - d. *Finally, as I have previously informed you, under FOIA the Council only has to provide information it holds and verbal communications are not included.*
- 2) *With regards to the draft Playing Field Association Constitution and Licence Agreement – as stated above in line with the Chairman's business data retention policy I have been informed that any emails that are not directly related to the business are deleted on an annual basis and not archived. Information or communication that still remain was [REDACTED]*

██████████ [redacted] as part of the background papers to the January 2019 meeting (agenda item 18/223 refers). Therefore, the original response to your request was correct but for full clarity in terms of the specific items listed in your response I offer the following –

- a. 1970/71 lease agreement – this was included as Appendix 11 to Statutory Declaration 1 in the supporting papers for the January 2019 meeting
 - b. Template documents from Fields in Trust – these are available from another source, namely the Fields in Trust directly.
 - c. 'working documents from current playing field organisations' – these were subject to the Chairman's business data retention policy and have not been or were verbal and therefore not subject to FOI.
 - d. 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. – the review and comments from the development manager from Fields in Trust were communicated to Council and were subject to the Chairman's business data policy.
- 3) As previously stated, I understand that the alleged complaint was never formally presented to Council and therefore cannot be considered to be a complaint. I have again searched the records of the Council that I have access to and can find no reference to it.

5. Financial Implications

- 5.1 At the current time the cost to Council for time spent dealing with this matter since the Investigation notification was received has been roughly £312.50.
- 5.2 Should the complainant or the ICO not be satisfied with the response provided cost will continue to rise.

6. Policy Implications

- 6.1 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

7. Health and Safety Implications

- 7.1 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

8. Reporting Officer – Alison Benfield, Locum 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 04/03 This is no longer relevant as local councils are not expected to fund
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 04/03 This is no longer relevant as local councils are not expected to fund
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.	04/03 Item still to be completed. Some minor repairs have been actioned but report is still to be reviewed
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. 04/03 Decision at Feb 19 meeting superceeds.
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	04/03 Agenda for this meeting
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.	

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 04/03 On agenda for this meeting
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 04/03 Report to Council
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 04/03 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. 04/03 Work in progress. Declarations sworn and registration in process.
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 04/03 Action complete
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 04/03 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 04/03 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	04/03 Chairman has made approach awaiting response
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 04/03 Action complete
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	04/03 Outstanding

11/02/2019	GOVERNANCE MATTERS	18/235.1	That item R8 should remain as an outstanding matter and be reviewed at a future meeting following the NCALC full Council training scheduled for 25 February 2019	04/03 Action Plan updated to indicate decision
11/02/2019	GOVERNANCE MATTERS	18/235.2	That the Clerk ensure an electronic copy of all up to date Policies and Procedures be available at all meetings for reference.	04/03 Action complete
11/02/2019	GOVERNANCE MATTERS	18/235.3	That all Councillor be issued with electronic copies of all up to date Policies and Procedures except Cllr Bates who should be provided with a hard copy.	04/03 Action complete
11/02/2019	GOVERNANCE MATTERS	18/235.4	That further work be undertaken on the Councils governance for delegation of duties through working parties and committees	
11/02/2019	GOVERNANCE MATTERS	18/235.5	That a working party be formed at the APM to review the implementation of the Village Plan and move it forward	
11/02/2019	REMOVAL OF IVY IN SPRING CLOSE	18/237.1	That Cllr Forman be authorised to undertake risk assessments for the planned work in Spring Close.	23/02 Action complete
11/02/2019	REMOVAL OF IVY IN SPRING CLOSE	18/237.2	That a Working Party is formed on Saturday 23 February 2019 to undertake Ivy removal in Spring Close	23/02 Action complete
11/02/2019	PARISH CLERK JOB EVALUATION AND RECRUITMENT	18/239.2	That the post of Clerk to the Parish Council be advertised on LC 26-29 (moving to 18-23 from 1 April 2019) with working hours to be set at 12 hours per week.	23/02 Action complete
11/02/2019	PARISH CLERK JOB EVALUATION AND RECRUITMENT	18/239.4	That the Recruitment Panel be formed consisting of Cllrs Bates, Cutforth, Hanson and Rawlinson in conjunction with the Locum Clerk and have delegated authority to shortlist, interview and appoint including agreeing terms and conditions of employment.	23/02 Interviews set for Monday 25 March
11/02/2019	REPRESENTATION ON JOINT ACTION GROUP	18/240.2	That Cllr Sharpe be nominated and the Councils representative on JAG	23/02 JAG informed of nomination. Action complete
11/02/2019	STREET LIGHT LAMP REPLACEMENT PROJECT	18/241.2	That the light outside 33 Stamford Road is replaced	23/02 Order placed
11/02/2019	STREET LIGHT LAMP REPLACEMENT PROJECT	18/241.3	That the Clerk is delegated to deal with lighting matters of a similar repair and renewal status going forward without reference back to council	
11/02/2019	STREET LIGHT LAMP REPLACEMENT PROJECT	18/241.4	That the lamps on the Baxter Lane lights should be changed as soon as possible.	23/02 Order placed
11/02/2019	STREET LIGHT LAMP REPLACEMENT PROJECT	18/241.5	That the Clerk request information from EON to clarify that the replacement lamp they are proposing for each location is suitable and relevant prior to the order being placed.	23/02 Request sent by email

11/02/2019		18/241.5	That once the requested information at 18/241.5 is received an order for the replacement of all outstanding lamps is placed up to the value of £18,000	
11/02/2019	ANNUAL PARISH MEETING	18/241.1	That Cllrs Davis, Forman and Rawlinson be nominated to be the Parish Council representatives on the Playing Fields Working Party to be formed at the Annual Parish Meeting	
11/02/2019		18/241.2	That Cllrs Sharpe and Stokes be nominated to be the Parish Council representatives on the Village Speed Reduction Working Party to be formed at the Annual Parish Meeting	
11/02/2019	CLERKS REPORT	18/243.2	1) That the report regarding the ICO investigation into FOI Request dated October 2017 be received and noted and that delegated authority be given to the Clerk, Chairman and Vice Chairman to continue to deal with the matter until concluded.	04/03 Response provided to ICO and complainant
11/02/2019	CLERKS REPORT	18/243.2	2) That the potential costs to the Council should a local agreement not be reached were noted.	04/03 12.5 hrs accrued currently
11/02/2019	REPORTS FROM REPRESENTATIVES	18/224.1	2) Cllr Bates work with the Clerk to ensure that she had all relevant information linked to the allotments on record, including contact details of current plot holders and any waiting list.	04/03 contact details for plot holders provided. Awaiting waiting list information
11/02/2019	REPORTS FROM REPRESENTATIVES	18/224.3	2) The Chairman arrange for relevant training to be completed in the next month	
11/02/2019	REPORTS FROM REPRESENTATIVES	18/224.4	3) That the Locum Clerk contact Spires Homes and remind them of their responsibility for keep the hedge between The Crescent and Play park trimmed.	04/03 to be left for new Clerk to action
11/02/2019	BANKING ARRANGEMENTS	18/245.2	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.	04/03 awaiting opening of Unity Trust Bank to avoid the necessity of updating records from Barclays to Unity at a later date
11/02/2019	BANKING ARRANGEMENTS	18/245.3	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.	04/03 Paperwork to be signed at APM. Only 3 Cllrs currently named
11/02/2019	MATTERS FOR INFORMATION	18/249	That a report on options for village notice boards be presented to the next meeting	04/03 to be left for new Clerk to action
11/02/2019	TREE SURVEY	245.2	That J Wilcockson be confirm to undertake Management Survey on Parish Council owned trees at a cost of £462.00	04/03 final report to this meeting



Agenda Item 18/264.5

42 High Street
Easton on the Hill
Stamford
Lincs
PE9 3LN

16th February 2019

The Clerk
Easton on the Hill Parish Council

To carry out the following work inclusive of labour and materials as per request

- filling the gaps around the edge of the basket ball base on the Playing Fields
- repainting arch climber in children's play area
- repainting of benches in Spring Close
- Replacement of gate latch and fixings on Play Area gate
- Trimming of overgrown hedge on lane to play area (via The Clos)
- Replacement of rotten fence posts and rails at entrance to Pocket Park
- One off top up of salt bins (5)

£ 544.56

Tel.No's.: 01780 754880 / 01780 592129

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	£11,605.83	162.00%	£ 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	£ 2,210.08	£1,300.00
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	£ 824.27	158.51%	£ 520.00	£ 34.83	£ 34.83	£ 34.83	£ 47.20	£ 34.83	£ 74.61	£ 176.12	£ 38.31	£ 78.00	£ 113.25	£ 82.47	£ 74.99
Subscriptions	£ 527.00	£ 603.90	114.59%	£ 572.00		£ 416.90	£ 147.00	£ 40.00								
Training/conference	£ 300.00	£ 345.70	115.23%	£ 300.00			£ 20.70									£ 325.00
Audit	£ 413.00	£ 413.00	100.00%	£ 413.00		£ 213.00					£ 200.00					
Street Lighting	£ 3,950.00	£13,005.21	329.25%	£ 3,950.00	£ 1,466.08		£ 226.74	£ 851.22		£ 226.74		£ 912.98	£ 464.21	£ 222.96	£ 7,269.00	£1,365.28
Solicitor	£ 500.00	£ 869.00	173.80%	£ 500.00				£ 825.00							£ 44.00	
Parks & Open Spaces	£ 5,505.00	£ 5,259.73	95.54%	£ 5,000.00	£ 311.65			£ 833.00	£ 841.25	£ 35.00	£1,106.83	£1,070.00	£ 600.00			£ 462.00
Asset Maintenance	£ 195.00	£ 186.50	95.64%	£ 50.00							£ 25.00					£ 161.50
Website & email	£ -	£ 1,050.35											£ 455.00	£ 62.35	£ 498.00	£ 35.00
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)		£ 500.00														£ 500.00
Total Payments	£22,334.00	£37,590.43	168.31%	£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	£10,103.55	£4,223.77
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	£ -