

# EASTON ON THE HILL PARISH COUNCIL

Parish Office  
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Whitepost Road South  
Eye  
Peterborough  
PE6 7SW

E-mail: clerk@eastononthehill-pc.gov.uk  
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## Minutes of the Meeting of Easton on the Hill Parish Council Held on Monday 11 March 2019 at 19.00 in the Easton on the Hill Village Hall

Present

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

Clerk A Benfield

Others 7 Members of the public were in attendance.

Prior to the start of the meeting the Chairman informed those present that he needed to leave at no later than 9.00pm for a business commitment. It was therefore agreed that any matters that had not been dealt with would be deferred until the next scheduled meeting

### 18/254 APOLOGIES FOR ABSENCE

Apologies for absence were received from Cllr E Hanson, Stokes & Ward (personal reasons).

### 18/255 DECLARATIONS OF INTEREST

Cllrs Bates and O'Grady declared an other interest in agenda item 18/626 as both are allotment tenants. They stated that as they did not consider it to be a disclosable interest, they would remain in the meeting during the discussion

**Resolved** That the declaration of interest be received and noted

### 18/256 PUBLIC PARTICIPATION

A member of the public brought to the attention of the meeting the current state of the roof of the tractor shed on the Playing Fields. They were concerned that the sheeting that had blown off the roof and was asbestos. Further comment was made regarding the poor state of repair of other buildings on the site also.

### 18/257 MINUTES

A concern was raised that the correctness and level of detail included in the minutes and a request was made that the Clerk should review the meeting recording and amend. Following a brief discussion, it was agreed that both the level of detail and the accuracy were correct and that no amendments were required.

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

### 18/258 ANNUAL PARISH MEETING

The minutes of the Annual Parish Meeting held on Tuesday 5 March 2019 were reviewed. It was noted that both the Playing Field and Village Traffic Working Parties had been formed, as had a further Working Party to work towards the implementation of all the outstanding recommendations from the Village Plan.

Clarification was requested on why Cllr Bates had been advised to not be a member of the Playing Field Working Party. The Clerk commented that she had not said that Cllr Bates should not be a member but advised that it may put her in a difficult position in terms of declarations of interest at a later date for bias as she was not appointed as a Council Representative.

A question was raised on the balance of the working parties and it was agreed that the this was not a matter for the Council to decide but the groups themselves to consider.

**Resolved** 258.1 The minutes of the Annual Parish Meeting held on 5 March 2019 were received and noted  
235.2 That there were no actions forthcoming from the meeting relevant to the Parish Council other than the formation of the Working Parties

Initials

**18/259 GOVERNANCE MATTERS**

The Clerk made reference to emails that had been circulating between Councillors regarding the cost of the current clerking services and FOI matters – both of which were governance matters and required formal debate and decision before action. She reminded Councillor that they could request any item to be included on an agenda for discussion and decision and that unless it was formally agreed at a meeting it was not a legal decision.

**Resolved** That the comments of the Clerk were received and noted.

**18/260 PLANNING APPLICATIONS**

It was noted that the Planning Committee had informally reviewed the following Planning Application and recommend that no comments should be made.

- 19/00265/LBC - Proposal: Conversion of existing Dovecote to create gym, lift existing brick floor, lay concrete slab to a depth of 100mm and re lay existing brick floor over to support mezzanine level. Removal of existing mock collyweston roof tiles and battens, addition of breathable roofing membrane over existing roof trusses, installation of new battens and existing tiles relaid over. Removal of existing door and replacement with aluminium framed glazed door, removal of existing opening at mezzanine level and replace with aluminium framed glazed unit, addition of cast iron grille on exterior of building to allow for extraction of ventilation equipment. at 34 Stamford Road Easton On The Hill Northamptonshire PE9 3NU.

Consideration was given to the following planning applications that had not been reviewed informally by the Planning Committee

- 19/00177/FUL Proposal: New solid roof and lantern to existing conservatory, new porch canopy and alteration to 1no. window at 16 Church Street Easton On The Hill Stamford Northamptonshire PE9 3LL
- 19/00178/LBC Proposal: Replacement of staircase, removal of part wall/cupboard next to dining room chimney, removal of part walls to living room to create full width access to conservatory, reconfiguring of ensuite Bedroom 1, new solid roof and lantern to existing conservatory, new porch canopy and alteration to 1no. window at 16 Church Street Easton On The Hill Stamford Northamptonshire PE9 3LL

**Resolved** That no comments be made on the above Planning Applications

**18/237 TREE SURVEY REPORT**

The Tree Survey Report that had been completed in February was received and noted. In considering the recommendations it was agreed that tree 23 in Spring Close should be felled and poisoned.

Consideration was given to the Clerks report regarding either granting permission or carrying out work on trees other than for safety and maintenance grounds and the Chairman raised the matter of a tree in Spring Close that was causing loss of light concerns for a resident.

A discussion took place regarding the tree plan provided with the tree report to establish which tree was causing the problem. Comment was made that the resident had discussed the matter with a Councillor whilst the recent Ivy removal work was being carried out and that they were satisfied that this would resolve the problem.

It was agreed that the contractor who had completed the survey should be requested to meet on site to review the plan as there appeared to be some confusion that needed to be resolved on the actually position of some of the trees. In particular comment was made that tree NT1 did not appear to be in the right place.

Reference was then made to the trees along Race Course Road that had not been included in the report. The Clerk stated that she had not been able to establish why the trees were considered to be the responsibility of the Parish Council. Cllrs Bates and Cutforth commented that all the Field Maples had been planted by the Parish Council during 1997 and 1998 but that the Horse Chestnuts were not parish responsibility. It was agreed therefore that the contractor should be requested to carry out a survey on the Race Course Road trees also.

- Resolved**
- 237.1 That the Tree Survey carried out in February 2019 be received and noted.
  - 237.2 That quotes be sought for the work recommended in the report excluding the Ivy removal and this had been already done by a working party.
  - 237.3 That J Wilcockson be appointed to carry out a survey the Field Maples along Race Course Raod that were the responsibility of the Parish Council
  - 237.4 That J Wilcockson be requested to clarify the positioning of the Spring Close tree location map during a site visit
  - 237.5 That the Clerks report and residents request to reduce the height of a tree in Spring Close be deferred pending the site visit detailed above

**Cllrs Bates left the meeting at this point**

Initials

**18/262 ALLOTMENTS**

Cllr O’Grady requested clarification from the Clerk on whether she should leave the meeting or not. The Clerk responded that it was for a Councillor to decide if they felt their interest in a matter required them to leave the meeting whilst the item was discussed not the Clerks.

**Cllrs O’Grady left the meeting at this point**

A brief discussion took place on the Clerks Report including whether plots should be let to non-residents of Easton on the Hill. It was agreed that Cllrs Cutforth & Sharpe work on the tenancy agreement with the Clerk for further consideration by Council

Consideration was also given to whether the allotment rents that were due for collection on Lady Day (25 March) should be collected or deferred until the tenancy agreement was reviewed. A vote was taken with equal numbers for and against at which point the Chairman used his casting vote to support the collection of the rents as scheduled.

- Resolved**
- 262.1 That Cllrs Cutforth and Sharpe work with the Clerk to update the Allotment Agreement and other supporting documentation
  - 262.2 That the allotment rents be collected on Lady Day as normal with the new Allotment Agreement, once adopted, brought into operation for 2020.

**Cllrs Bates and O’Grady re-joined the meeting**

**18/263 PARISH CLERK JOB EVALUATION AND RECRUITMENT**

The Locum Clerk provided a verbal update on the recruitment process so far. She indicated that she had received five expressions of interest and two completed applications to date. No applications would be accepted after noon on Monday 18 March with shortlisting to take place on Tuesday 19 March and interviews scheduled for the following week.

- Resolved**
- 263.1 That the verbal report from the Locum Clerk be received and noted
  - 263.2 That the cost of £201 for advertising the post with the SLCC be ratified

**18/264 CLERKS REPORT**

- Resolved**
- 264.1 That no correspondence other than previously circulated had been received be noted
  - 264.2 To the update report regarding the ICO investigation into FOI Request dated October 2017 be received and noted.
  - 264.3 That the Rolling Program be receive and note and that the formation of a Village Plan Working Party at the APM be added
  - 264.4 That the action taken by the Clerk to put provision in place for a temporary front page on the website at a cost of £35 in line with London Bridge plans
  - 264.5 That the action taken by the Clerk to appoint EMS to undertake maintenance work at a cost of £544.56 be ratified.
  - 264.6 That EMS continue to be appointed to undertake minor repair work within the village on behalf of the Parish Council with all quotes and invoices to include itemisation of works.
  - 264.7 That a letter confirming EOTH Cricket Club have permission to use the Playing Fields for the 2019 season to enable them to apply for a grant from the English Cricket Board to actively promote the cricket world cup and enable them to purchase a new bbq and patio furniture is sent.
  - 264.8 That agreement be given in principle for Blackstones Junior FC in partnership with Stamford and District Beavers and Cub scouts to arrange a football tournament on the Playing Fields in May or June on the understanding that agreement is reached with the EOTH Cricket Club and the status of the access to the site if via a bridleway. Cllr Forman be the point of contact between the negotiations and the Parish Council.

**18/265 REPORTS FROM REPRESENTATIVES**

Trees & Greens – those involved in the recent Ivy clearing in Spring Close commented on the success of the operation. Discussion took place on whether the waste ivy should be left on site to die down or cleared. It was agreed that is should be cleared as other organisations were expected to clear waste materials from site and to leave it would set a double standard. Cllr O’Grady offered to remove the Ivy and dispose of it.

Playing Field - Cllr Simpson provided an update on the status of the ownership situation. He informed the meeting that he is awaiting a response from the Solicitors clarifying the timeframe linked to the ownership being proved by Land Registry.

The discussion moved on to the amount of dog faeces that are left on the playing field with a request that more signs should be erected reminding dog walkers of the need to clean up faeces. Comment was made that part of the problem was caused by commercial dog walkers. It was agreed that more signs would be erected with Cllr Simpson agreeing to take responsibility for this. It was also agreed that the PFWP should be asked to look into this problem for the future.

Vehicle Activation Devices – Cllrs Forman & Rawlinson provided a verbal report and indicated that the two battery powered ones had been replaced. They commented that the checks were originally carried out every two weeks but as both batteries had died quicker, they were looking to inspect more frequently. It was further agreed that Cllr Stokes be asked where the mobile devices should be relocated to.

Checkers Report – Cllr Cutforth provided an update on the checks she had completed the previous month. She commented that both defibrillators were not working and one cabinet was difficult to open and corroded. She raised concerns that checks on these were not being completed fully. It was acknowledged that Councillors had not received training on what checks were required and that this needed to be arranged. The Clerk informed the meeting that spares for both units had been ordered and delivery was expected the following day.

Village Hall – With Cllrs Bates, Cutforth and O’Grady being Trustees of the Village Hall and no other Councillors expressing an interest the Chairman agreed to be the representative on the Village Hall Committee.

- Resolved**
- 265.1** a) That the report on the Trees and Greens be received and noted  
b) That Councillor O’Grady be nominated to remove the cleared Ivy from site and dispose of it
  - 265.2** a) That the report on the Playing Field be received and noted  
b) That Cllr Simpson be appointed to investigate signage promoting responsible dog ownership  
c) That the Playing Field Working Party be requested to consider dog walking on the field as part of their work
  - 265.3** a) That the verbal report from Cllrs Forman & Rawlinson on the Vehicle Activation Devices be received and noted.  
b) That Cllr Stokes be asked where the mobile devices should be relocated to.
  - 265.4** a) That the Checkers report from Cllr Cutforth be received and noted  
b) That defibrillator check training be arranged for Councillors
  - 265.5** That Cllr Simpson to be the appointed Parish Council Representative on the Village Hall Committee

**18/266 ORDERS FOR PAYMENT**

- Resolved** That the following payments be made –
- Clerking Services - £1614.28
  - Street Light Maintenance - £1654.98
  - Expenses - £84.59
  - Tree Survey - £462.00
  - Website London Bridge front page - £42.00
  - NCALC Training - £325.00
  - Annual Cloud Storage - £40
- That the following payment be ratified having been made between meetings
- Spares for the Defibs - £193.80

**18/267 BANK RECONCILIATION**

It was noted that no bank reconciliation was presented as the bank statements had not arrived in time for one to be produced.

- Resolved**
- 267.1** That the February bank reconciliation be presented to the April meeting
  - 267.2** That the action taken by the Clerk at a cost of £25 to stop two cheques that had not been received be ratified

**18/268 BUDGET REPORT**

**Resolved** That the budget report to the 4 March 2019 be received and noted

**18/269 MATTERS FOR INFORMATION**

No matters for information or inclusion on the next agenda were raised

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**18/270 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

**18/271 CHURCHYARD GATE REPLACEMENT**

A brief discussion on this matter took place prior to the meeting being closed due to the time. Cllrs Forman and Simpson agreed to look into the proposed gates prior to the next meeting.

**Resolved** That due to the time being 9.00pm this matter be deferred for consideration to the next meeting of the Council scheduled to take place on Monday 8 April 2019

**18/272 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

**18/273 DATE OF NEXT MEETING**

The next meeting will be held on 8 April 2019

Signed:

Chairman

Date:

Initials

From: "Norbert Kovacs"  
Sent: Wednesday, 6 March, 2019 14:10  
To: "clerk@eastononthehill-pc.gov.uk" <clerk@eastononthehill-pc.gov.uk>  
Subject: Release-Authorised: RAF Wittering woodland management plan

Dear Ms Benfield,

I am Norbert Kovacs the forester with Amey looking after the woodlands on RAF Wittering. I prepared a woodland management plan for the establishment on behalf of the Defence Infrastructure Organisation and the military unit and as part of the planning process Easton on the Hill Parish Council has been identified as local community stakeholder.

The plan gives a detailed description of the woodland, the landowner's objectives and the proposed operations for the next 10 years. The main objective is to manage the woodlands in a sustainable manner and in line with the UK Forestry Standard, current legislation and best forestry practice. Our operations are aiming at enhancing the military, ecological and economical potential and benefits of the woodland.

I attach the management plan, the schedule of operations and the harvesting map for your reference. The map documents are fairly sizeable if you require the full set of them please let me know and I will forward them to you.

Your comments and questions are invited on our proposals, please forward them to me by the second week of April 2019, my contact details are listed below. If I don't hear from you by this date I assume that the Parish Council is content with the management plan.

As you are aware the site and its activities are very sensitive and subject to enhanced public interest; if you could treat the attached documents and maps accordingly and only circulate them within the Parish Council, I would be really grateful.

If you have any questions or comments please feel free to contact me.

Yours sincerely,

Norbert Kovacs

**Norbert Kovacs MICFor**  
**Forester (South) | Defence**  
**Amey**  
**m:**

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From: "Ainsworth, Mike Wg Cdr (WIT-Spt OC)"

Sent: Thursday, 21 March, 2019 12:20

To:

Subject: 20190320-MinSub-AirSpace-for-Red Arrows-and-News-Brief-Relocation-Red-Arrows

Good afternoon,

I am writing to you regarding the closure of RAF Scampton and the relocation of the Royal Air Force Aerobatic Team, the Red Arrows, which was announced in the Better Defence Estate Update to Parliament on 24 July last year.

The Red Arrows are considered to be the world's premier aerobatic display team and thus their relocation has, understandably, generated significant interest. Work has been ongoing to determine the most suitable future home and to ensure that they can continue their vital work in showcasing the skills and values of the RAF, supporting British industry, assisting in defence diplomacy and aiding recruitment for the Armed Forces.

The Ministry of Defence has currently identified three sites that could be a potentially suitable future location for the Red Arrows. I am pleased to confirm that RAF Wittering is one of these sites, along with RAF Leeming and RAF Waddington.

The Ministry of Defence will now be carrying out detailed studies to assess the suitability of the sites as a potential basing solution. In tandem with this work, the RAF are liaising with the Civil Aviation Authority (CAA) with a view to designing and allocating the airspace that the Red Arrows require in order to conduct display training. I can assure you that the RAF will be collaborating with key stakeholders in the local area to further refine the design of this airspace, as part of the formal CAA Airspace Change Process. It is not possible to say where this airspace will be located until this process has concluded. Unless you have an immediate involvement to the proposed use of airspace, then you may not be engaged at this stage of the assessment. However, given the current speculation about the relocation of the Red Arrows, I thought that you would value an understanding of the current status of the Ministry of Defence's studies before a future site for the Team is selected.

Either I or my successor will write to you again once there have been significant developments in the process.

Kind regards

Mike

Wing Commander M S A Ainsworth MA RAF | Officer Commanding | Support Wing | Royal Air Force Wittering | Peterborough | Cambridgeshire | PE8 6HB

Mil: | Civ:

Internal Email: [Ainsworth, Mike Wg Cdr \(WIT-Spt OC\)](#) | External Email:

Dear Sir or Madam,

I e-mail today to advise you of a forthcoming residential planning application that we intend to submit to East Northamptonshire Council, in the coming weeks. We will also be sending the below information and attachments to the Local MP for Corby and East Northamptonshire Tom Pursglove.

It is our intention to submit an outline planning application for the residential development of up to 115 dwellings on land north of Stamford Road, immediately adjacent to the western edge of Easton on the Hill.

As part of the community consultation exercise, we will be distributing leaflets to all properties in the Village requesting comments prior to the submission of the application. Please find attached for your information a copy of the Leaflet which will be posted to residents tomorrow, requesting views by 21<sup>st</sup> April. Additional information will be available on our website which will go live on Wednesday 3<sup>rd</sup> April. Interested residents will be able to make comments via post, e-mail, or via our website.

We are seeking views from residents to help shape the final plans in readiness for a planning submission. We would also welcome your thoughts on the proposals prior to a formal submission and request a private meeting with the Parish Council in the coming weeks to discuss your thoughts. If you are agreeable to a meeting please could get back to me with some potential suitable dates in the weeks commencing 8<sup>th</sup> and 15<sup>th</sup> April.

I look forward to hearing from you in relation to some convenient meeting dates, however in the meantime should you require any further information please do not hesitate to get in touch.

Kind regards

**Gen Kenington**

MTP MRTPI  
Associate Director

**Johnson Mowat**

Planning & Development Consultants

**Coronet House, Queen Street, Leeds, LS1 2TW**

**T: 0113 887 0120 W: [www.johnsonmowat.co.uk](http://www.johnsonmowat.co.uk)**

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Johnson Mowat, Coronet House, Queen Street, Leeds, West Yorkshire LS1 2TW  
Registered in England Nos: OC407525

## updated report

From: John Wilcockson <jllh345@btinternet.com>

Sent: Fri, 5 Apr, 2019 at 18:27

To: clerk@eastononthehill-pc.gov.uk

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[image001.jpg](#) (4.3 KB)   [H^LOS tree survey report Feb 2019.pdf](#) (1.4 MB) – [Download all](#)

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Hi Alison,

Nice to finally meet!

See attached, for some reason, the xl spreadsheet had not pulled the survey detail for NT1 Lime through to my conclusions tab.

Have updated, removed T31 & T32 from table & plan so should all tie in now.

There were no works on that Ash tree (T33), it is not particularly healthy but does not need felling.

The only tree to be felled was a poor condition Rowan T23 at the top of this site.

As per my comments, I'll summarise as per:-

- NT1 Lime, until ownership is determined, liability will be a question. As will T33 & T34.
- I would advise that you don't pollard NT1 as it will thereafter be a financial burden requiring reductions every 3 to 5 years.
- Pollarding can also leave you with a higher risk tree due to the regrowth being weaker than a full crown.
- I will look at this tree again in the summer to check the overall vitality/health.

Think that covers it all, I'm away this weekend but should be able to pick up emails so get back to me if you need to.

I'll have a look at my diary and see when I can fit the outstanding tree survey and let you know.

John Wilcockson

 Logo

95 Harrington St

Bourne

Lincs

PE109HB

07599385290

<http://thetreesurveyor.co.uk/>

**Easton on the Hill Parish Council**

**DATE:** 8 April 2019

**SUBJECT:** Spring Close Trees – shadowing residential properties

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**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 carry out 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 give 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

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

Email: [clerk@eastononthehill-pc.gov.uk](mailto:clerk@eastononthehill-pc.gov.uk)

## **ALLOTMENT RULES**

### **1. WHO'S WHO**

In these rules, we are Easton on the Hill Parish Council and you are the tenant named in the tenancy agreement.

### **2. INTERPRETATION**

#### **2.1 Terms used in tenancy agreement**

Words and phrases defined or explained in the tenancy agreement and also used in these rules have the meaning given to them in the tenancy agreement.

#### **2.2 Gender, persons and number**

Words importing one gender include both/other genders; the singular includes the plural and vice versa; and reference to a person includes a company or other corporate body.

### **3. TENANT NOT TO ALLOW BREACHES**

An obligation on you not to do anything includes an obligation not to cause it or allow it to be done by anyone else.

### **4. NATURE OF TENANCY**

The tenancy is a yearly tenancy beginning on Lady Day (25<sup>th</sup> March) in the year specified in the tenancy agreement.

### **5. RENT PAYMENT**

5.1 You must pay the rent every year in advance on 25 March.

### **6. RENTS – (INCLUDED TO COVER INCREASES IN RENTAL IN THE FUTUR.)**

6.1 We review the rent every year and may increase it by at least the rate of inflation, rounded to the nearest £0.50. The rate of inflation on a set date is used in the Parish Council's budget setting process and it is this figure that will be used.

6.2 When setting a revised rent, we take into account any additional amenities we have provided for the allotment.

6.3 If the plot you are taking over is considered to need to be brought up to an acceptable state before cultivation can start you will be offered it rent free for the first year.

### **7. BONFIRES**

7.1 You may light a bonfire but only to burn materials from your allotment. The only materials you can put on a bonfire are diseased plants and dried-out organic material that will burn without smoke or hazardous residue. You must never burn plastics.

7.2 You must always be present while a bonfire is alight. Bonfires must not cause a nuisance to residents nearby and not lit if the wind is in a northerly direction. You must extinguish the bonfire before you leave the allotment.

7.3 Keep bonfires to a minimum.

## **8. USE OF THE ALLOTMENT**

8.1 You may only use your allotment as an allotment or leisure garden. That means you are to use it wholly or mainly for the production of vegetables, fruit and flowers for you or your family.

8.2 You may not carry on a trade or business from your allotment, but you can sell small amounts of surplus produce if you wish.

8.3 You must not take, sell or carry away from your allotment any mineral, gravel, sand, earth or clay.

## **9. CULTIVATION – this sets out clearly what is expected in terms of cultivation**

9.1 Within 3 months of the grant of the tenancy, you must have at least a quarter of your allotment under cultivation.

9.2 Within 12 months of the grant of the tenancy, you should endeavour to have at least three quarters of your allotment under cultivation.

9.3 You must keep the allotment in good condition, clean and free from weeds, and in a good state of cultivation and fertility. Where the allotment includes or abuts a footpath, you must keep that reasonably clear of weeds too.

9.4 You must notify us if you are away for extended periods as the cultivation of your allotment might suffer.

9.5 We carry out regular allotment inspections. We will give you written warning if we feel that you are not cultivating your allotment in the way you should. Our warning letters will say what we think is wrong and give you an opportunity to explain your circumstances.

9.6 If you chose not to address our concerns or you allow your plot to fall below acceptable standards again, you will be issued with a Notice to Quit and forfeit your plot.

## **10. BOUNDARIES**

10.1 You must trim every boundary hedge to your allotment, clean all boundary ditches to it and repair all its boundary fences or gates.

10.2 You must keep all your boundaries with adjacent properties clear of waste and debris.

10.3 You must not plant a new hedge or build a new fence without our written consent. New hedges must be trimmed and no more than 120cm tall x 60cm wide. Only native hedging will be permitted.

10.4 Barbed wire must not be used against a path set out by us for the use of allotment holders.

## 11. ENCROACHMENT ON OTHER ALLOTMENTS AND PATHS

- 11.1 You must not go on to another person's allotment without the express permission of the allotment holder.
- 11.2 If anyone is with you on your allotment (children, for example) you must not allow them to go on to another allotment without the express permission of the allotment holder.
- 11.3 You must not remove produce from another allotment without the express consent of the allotment holder.
- 11.4 You must not encroach on or cultivate a pathway. Pathways between adjoining plots must be left wide enough for wheelbarrows.

## 12. TREES AND BUSHES

- 12.1 Except with our written consent, you must not plant trees other than dwarf fruiting trees and other fruiting bushes. Fruit trees must not be planted along the boundaries of your allotment. Fruit trees should not be allowed to grow more than 2.5m in height
- 12.2 You must consider the effect of trees on neighbouring allotments.
- 12.3 Except with our written consent, you must not cut or prune any trees. This does not apply to recognised pruning of fruit trees.

## 14. MANURE, WASTE AND REFUSE

- 14.1 You may keep manure or compost in quantities reasonably required for cultivation.
- 14.2 You must not dump or store material which could not reasonably be used to help cultivate your allotment.
- 14.3 You must not dump or store material next to a boundary with an adjacent property.
- 14.4 You must not put anything in the hedges, ditches or dykes in or surrounding the allotment field.
- 14.5 Carpets, underlay and tyres must not be used on your allotment.
- 14.6 You must cover any manure on your allotment which has not been dug in.
- 14.7 You must remove all non-compostable waste from your allotment.

## 15. **BEES – do you want to include this as an option going forward?**

- 15.1 You may keep bees, but only with our consent.
- 15.2 You must comply with the Easton on the Hill Parish Council Policy for Beekeeping on Allotment Plots *(to be agreed if kept in)*

## 16. DOGS AND LIVESTOCK

- 16.1 Any dogs you bring to your allotment must be kept on your allotment and on a leash. You must remove any faeces and dispose of them off site.
- 16.2 Except as allowed by law, you must not keep livestock on the allotment without our written consent. "Livestock" includes geese, ferrets, weasels, stoats and cockerels. You

may keep hens and rabbits with written consent, to the extent permitted by the section 12 of the Allotments Act 1950.

16.3 Any animals you keep on your allotment must not create a nuisance or affect health.

## 17. VERMIN

17.1 If you see evidence of vermin (such as rats) on or near your allotment, you must report it to us. We can provide advice on how to deal with vermin.

## 18. FUEL AND OTHER INFLAMMABLE MATERIAL

18.1 Fuel such as petrol and diesel must be stored off site.

18.2 Oil, lubricants or other inflammable liquids (except for fuel) :-

- a) must be for use in garden equipment only
- b) must be stored in a locked shed, and
- c) must be kept in an approved container of no more than 5 litres capacity

## 19. CHEMICALS

19.1 To control pests, diseases or vegetation you may only use products usually available from garden or horticultural suppliers.

19.2 Application of these products must not be detrimental to the cultivation of allotments nearby, nor may it annoy nearby allotment holders.

19.3 Your use and storage of chemical products is subject to Government regulations. We can supply you with details of those regulations.

## 20. **BUILDINGS – this sets out exactly what is allowed**

20.1 Except with our written consent, you may not put up a building on the allotment. Our consent will be subject to specifications for the building that we will supply you with. Our consent will also be on condition that you install a water butt at the same time.

20.2 Buildings must not be erected less than one metre from any boundary. If constructed of substantially non-combustible materials, a structure can be less than one metre from any boundary only with the written permission of the neighbouring tenant.

20.3 We will not refuse consent for:

- a) A building reasonably necessary to keep poultry or rabbits
- b) A garden shed or greenhouse to a maximum size 10' x 6'.
- c) A polytunnel provided it does not cover more than two thirds of the plot and is kept in good repair.

20.4 Second building structures on the same plot or co-joined plots are discretionary.

20.5 If you fail to maintain a structure you have put up, we can give you one month's notice either to repair or remove it.

20.6 We are not responsible for loss of or damage to tools or other contents of your shed, greenhouse or polytunnel.

- 20.7 At the end of your tenancy, we will not compensate you for any structure you have put up. But you may dispose of it before you quit the allotment. You must then leave the allotment clear and tidy to our satisfaction.
- 20.8 At the end of your tenancy, you must remove any structure you have put up, including a water butt. However, you may leave a structure or water butt if we have notified you in advance that is reusable.

## **21. VEHICLES**

- 21.1 Vehicular access will NOT to be permitted except for the distribution of large quantities of manure delivered by trailer load
- 21.2 If you arrange a delivery to your allotment, you or someone nominated by you, must be on site to meet the driver.

## **22. WATER**

- 22.1 As far as possible, you must conserve water. You must cover water butts and consider mulching as a water conservation practice.
- 22.2 You must not use a hose.
- 22.3 You must consider other allotment holders when you take water from the water point provided.
- 22.4 You must not attempt to divert water from the main water supply to benefit your plot, including syphoning, digging trenches and tampering with pipework.

## **23. CONDUCT**

- 23.1 You must conduct yourself appropriately and in an orderly manner at all times while on the site. In particular you must not cause a nuisance or annoyance to the occupier of another allotment or to neighbours generally. Nor may you obstruct or encroach on a path or roadway set out by us for the use of occupiers of the allotments nearby, or on public footpaths or haulage ways.
- 23.2 Nuisance includes noise nuisance but reasonable use of power-driven tools, eg strimmers, lawn mowers, is permitted.
- 23.3 You may not use the allotment for an illegal or immoral purpose.

## **24. DEALINGS WITH YOUR ALLOTMENT**

- 24.1 Except with our written consent, you must not assign, underlet, part with possession or share possession of the allotment or any part of it. But while you are on holiday or ill for short periods, you can authorise someone else to look after the allotment for you.
- 24.2 We may require an unauthorised person to leave your allotment.

## **25. PLOT MARKERS AND NOTICE BOARDS**

- 25.1 You must display any plot marker provided and keep it in good order, ensuring that it is always visible.

## **26. COUNCIL OFFICERS**

- 26.1 You must comply with reasonable directions given by our officers.

- 26.2 An officer or agent of ours may inspect your allotment and any shed, greenhouse or polytunnel on it. You must allow that officer or agents access at any reasonable time.

## **27. ALLOCATION OF VACANT ALLOTMENTS**

- 27.1 A waiting list system is in operation and priority will be given to residents of Easton on the Hill. If you are not a resident of the village you may request to be included on the waiting list but will only be allocated a plot if no residents are waiting.
- 27.2 If an allotment holder dies, their allotment will be offered to a member of the allotment holder's immediate family until the following Lady Day to allow family members to continue to cultivate and harvest any produce.

## **28. DISPUTES**

- 28.1 We will mediate any dispute between allotment tenants. We will observe proper processes and our decision is final and binding.

## **29. CHANGE OF ADDRESS**

- 29.1 You must notify us straight away if you change your address.

## **30. GIVING NOTICE**

- 30.1 You can serve notice on us by letter to the Parish Clerk, Easton on the Hill Parish Council [address to be added when new Clerk in post] or by email – [clerk@eastononthehill-pc.gov.uk](mailto:clerk@eastononthehill-pc.gov.uk)
- 30.2 We can serve notice on you in one of the following ways:
- By personal service
  - By hand delivery or by recorded delivery post, in either case to your last address known to us
  - By fixing it conspicuously on the allotment

## **31. HOW THE TENANCY CAN COME TO AN END**

- 31.1 The tenancy ends in any of the following ways:
- On the yearly rent day after the death of the tenant
  - If we give you 12 months written notice, or you give us 28 days written notice. The notices may expire at any time.

## **32. TERMINATION BY FORFEITURE**

- 32.1 We may enter your allotment and end the tenancy by forfeiture if:-
- the rent or any part of it is unpaid for at least 40 days, whether or not we have legally demanded it, or
  - you are in breach of any of these rules, or
  - you become bankrupt or compound with your creditors
- 32.2 We will give you reasonable written notice of the breach of rules for which we are intending to forfeit the tenancy. We will give you an opportunity to put the breach right if you can. If you do, your tenancy will not be forfeited. A repeat of the breach would result in immediate forfeiture.
- 32.3 Forfeiture of the tenancy does not prevent us from claiming damages from you for breach of these rules.

- 32.4 If you forfeit your plot, you will not be able to apply for a new plot until 12 months from the date of termination.

**33. OUR DISPOSAL OF THE ALLOTMENT**

- 33.1 If we lawfully require the allotment to dispose of it for development or another proper purpose, we will give you as much notice as we can terminating your tenancy.
- 33.2 If we do terminate your tenancy because of a potential disposal, we are bound by law to compensate you for crops or improvements and find alternative land for you to cultivate.

**34. WHAT HAPPENS ON TERMINATION**

- 34.1 When your tenancy comes to an end (however that happens) –
- a) you must give up the allotment to us in the clean and tidy state required by these rules, and
  - b) you must hand us back any keys or other property we have made available to you
- 34.2 If your allotment is not left clean and tidy, we may charge you for returning it to a satisfactory state.

**35. GENERAL DATA PROTECTION REGULATIONS.**

- 35.1 By signing the Tenancy Contract tenants agree that the Parish Council may hold personal data such as name, address and telephone numbers on our database. This information will only be used by Officers of the Parish Council in the performance of their duties.

# Easton on the Hill Parish Council

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

Email: [clerk@eastononthehill-pc.gov.uk](mailto:clerk@eastononthehill-pc.gov.uk)

## TENANCY AGREEMENT

Please provide a name and address so that we can send you your allotment agreement and invoice. This is a requirement as part of your tenancy agreement under the Allotment Act 1908:

**NAME:**

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**ADDRESS:**

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Please provide an email address so that we can send you your allotment agreement, invoice and other allotment associated communications by email. You do not have to tell us your email address but it will help us to contact you electronically to help reduce use of paper and enable speedier communication.

**EMAIL:**

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Please provide a telephone number so we can contact you in case of emergency. You do not have to tell us your telephone number but it will help us to contact you quickly.

**TELEPHONE:**

**ALLOTMENT PLOT NUMBER(S):**

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### Your declaration:

I understand that you will use the information I have provided to manage my rental of the Allotment Plot as indicated above.

We would like to send you information about the allotments and, in some cases, other council services by post, telephone, email and SMS. If you agree to being contacted in this way, please tick the relevant box:

Post       Email       Phone

If you need any further information please contact the Parish Clerk using the details at the top of this form.

**ALLOTMENT HOLDER SIGNATURE:**

**Date:**

---

**RENT PER ANNUM – Full Plot: £10.00 Half Plot: £5.00** (*delete as applicable*)

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

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

Email: [clerk@eastononthehill-pc.gov.uk](mailto:clerk@eastononthehill-pc.gov.uk)

## **PRIVACY NOTICE**

### **EASTON ON THE HILL ALLOTMENTS**

Here at Easton on the Hill Parish Council (the Data Controller) we take privacy seriously and will only use your personal information for purposes relating to your Allotment Tenancy Agreement for an allotment plot that is the responsibility of the Parish Council.

#### **INFORMATION COLLECTED, PROCESSED AND HELD:**

We will hold the following information for you:

Name: (Allotment Act 1908)

Address: (Allotment Act 1908)

Telephone Number: (Consent)

Email address: (Consent)

The information will be held in both hard copy and electronically, and will be stored in the UK in a secure environment.

#### **PURPOSE**

In addition to enabling the Parish Council to renew your annual Tenancy Agreement we would like to retain this data to provide you with allotment updates, events and promotions. If you consent to us contacting you, please tick the box on the form at the bottom of this privacy notice.

#### **LEGAL BASIS**

The legal basis for collecting the information is based on the requirements of the Allotment Act 1908 and the Tenant's consent.

You have the right to withdraw consent for holding your personal data at any time after the termination of your allotment tenancy. In order to do so you should contact the Parish Council by post or email.

#### **SHARING OF INFORMATION**

We will not normally share your information with organisations other than our partner organisations without your consent. However, there may be certain circumstances where we would share without consent such as where we are required to do so by law, to safeguard public safety, and in risk of harm or emergency situations. Any information which is shared will only be shared on a need to know basis, with appropriate individuals. Only the minimum information for the purpose will be shared.

#### **RETENTION OF DATA**

Legally required data will be retained for the duration of your Allotment Tenancy Agreement and, following termination of the Agreement, for a period of six years for audit, management and contract purposes.

Data held by consent will be retained for the duration of your Allotment Tenancy Agreement and, following termination, for a period of six years for audit, management and contract purposes or until a request is received to delete it.

## **RIGHT OF INDIVIDUALS**

Under the Data Protection legislation, you have a right to request access to information we hold on you. To make a request for your personal information please contact the Parish Council by post or email.

You also have the right to:

- object to processing of personal data that is likely to cause, or is causing, damage or distress;
- prevent processing for the purpose of direct marketing;
- object to decisions being taken by automated means;
- in certain circumstances, have inaccurate personal data rectified, blocked, erased or destroyed; and
- claim compensation for damages caused by a breach of the Data Protection regulations.

If you have a concern about the way we are collecting or using your personal data, you should raise your concern with us in the first instance or directly to the Information Commissioner's Office at <https://ico.org.uk/concerns/>

## **CONTACT**

If you would like to discuss any of the information in this privacy notice please contact the Parish Council by post or email using the details at the top of this notice.

# EASTON-ON-THE-HILL VILLAGE HALL

Charity Registration 272834



Secretary: Mrs. Felicity Stevenson  
3 Church Street  
Easton on the Hill,  
Stamford,  
PE9 3LL

Tel: 01780 765842  
Email: felicity.stevenson1@gmail.com

29 March 2019

Ms A Benfield  
Clerk to the Parish Council  
Easton on the Hill

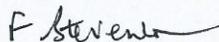
Dear Ms Benfield

From as far back as 1975 the Village Hall had received an annual Section 137 payment to help with the costs of maintaining the Hall. This was stopped in 2017 when the Village Hall was able to manage the costs of maintenance and hiring without incurring an annual loss. During this time the Parish Council was not charged for the hire of the Hall or the storage facilities also provided. The Parish Council had agreed to pay for their heating costs, but the Management Committee of recent years was happy to waive this as the Hall became increasingly sustainable. It was more important to have the Hall used. The Parish Council now gives a one-off annual payment of £150 which just covers the hire charge for 12 meetings a year (11 PC and 1 Parish Meeting).

Since September 2018 the Parish Council has already hired the Hall for an extra 8 sessions at a loss to the Village Hall of £106 and I understand that the new Playing Field Working Party wish to use the Hall for their Meetings.

For this to continue will be unfair to the other Village organizations and the Village Hall Management Committee hope that the Parish Council will agree to pay for the extra hire costs incurred. Invoices can be provided on a monthly or annual basis whichever you prefer.

Yours sincerely



F Stevenson (Mrs.)  
Secretary to Village Hall Management Committee

Dear Clerk / Councillor,

I am contacting you to introduce myself as a town planning consultant as my company ([Troy Planning + Design](#)) specialises in providing planning support to parish councils, town councils and community groups. We work across England with offices in Central London, Hampshire and Manchester.

We are a team of fifteen planners, urban designers architects and heritage experts we have worked with over 30 groups on their Neighbourhood Plans, providing planning application expertise and writing representations on their behalf to Local Plans and planning applications. We are proudly an independently owned and operated company. You can read more about us, our founding principles and our projects on our website [here](#).

I would be keen to speak to you about your requirements if you are in need of Neighbourhood Planning support or planning advice now or in the future. **Please feel free to contact me using the details provided below for an initial chat or email exchange which is obligation free and of no charge. I would like to make you aware that we provide Neighbourhood Planning Grant Application support to our existing and prospective clients at no charge.**

We publish a quarterly Neighbourhood Planning Newsletter which you may find useful. I attach our Spring 2019 edition which covers the following topics:

- **Government Grant Funding for Neighbourhood Planning 2019/2020 up to £17,000** - The application window for submitting grant funding is expected to open in April 2019. Grants of up to £17,000 are available for Parish and Town Councils and Neighbourhood Forums.
- **Changes to the Neighbourhood Plan 'Basic Conditions' test** - Important changes by Government to the 'Basic Conditions' used to test Neighbourhood Plans at Examination.
- **Neighbourhood Plan Health Checks** - what are they and how they can help ensure your plan is being prepared in line with requirements.
- **Civic Tech** - how the use of technology can help improve consultation, engagement and communication.
- **Character Assessments** - what are Character Assessments they and how can they inform Neighbourhood Plan policies.
- **Community Infrastructure Levy (CIL) - the Neighbourhood Portion explained** - Up to 25% of CIL funding is paid directly to Parish and Town Councils where development takes place.
- **Neighbourhood Plan Updates in England**
- **How we can provide you with support**

You can subscribe at no charge to our newsletters [here](#).

I look forward to hearing from you if you would like to discuss further.

Kind Regards,

**Troy Hayes**  
BSc, MSc, MRTPI, AICP  
*Founder & Managing Director*  
**TROY PLANNING + DESIGN**

[thayes@troyplanning.com](mailto:thayes@troyplanning.com)  
Mobile: 07964149559

[www.troyplanning.com](http://www.troyplanning.com)

----- Forwarded message -----

From: **Planning Policy Mailbox** <[planningpolicy@peterborough.gov.uk](mailto:planningpolicy@peterborough.gov.uk)>

Date: Fri, 29 Mar 2019 at 10:21

Subject: Cambridgeshire and Peterborough Minerals and Waste Local Plan - Further Draft Consultation

To: Planning Policy Mailbox <[planningpolicy@peterborough.gov.uk](mailto:planningpolicy@peterborough.gov.uk)>

Dear Consultee,

Cambridgeshire County Council and Peterborough City Council (we) are preparing a joint Minerals and Waste Local Plan (MWLP) which will replace the current adopted joint plans.

This new MWLP will look forward to cover the period to 2036, and will consider the land use planning policies and allocations that will be needed to guide minerals and waste management development over this period in Cambridgeshire and Peterborough. It will consider the provision we need to make in order to ensure that there is a continuity of mineral to support planned growth; as well as sufficient capacity to manage all types of waste which will be arising from development, and from existing and new communities.

We are writing to remind you that we are presently consulting on the **Further Draft** version of the joint **Minerals and Waste Local Plan**, and your views on the preferred options would be welcome. This consultation is undertaken under Regulation 18 of the Town and Country Planning (Local Planning) (England) Regulations 2012. There will be further opportunities to give your views as work progresses.

Please note that the consultation initially commenced on 15 March and was due to close on 25 April, however the **deadline has now been extended by 2 weeks**. This is owing to the interest in the Draft Plan and the fact that the Easter holidays fell within the previous consultation period, and the extension will give people more time to respond. In addition to this it has become apparent that a small number of people may not have received the initial consultation notification. If you did not receive the initial consultation notification, then the extension means that there are still six weeks remaining before the consultation period ends.

The consultation on the Further Draft Plan now closes at **11:59pm on 9 May 2019**.

The Further Draft Plan, along with a number of supporting documents, including a Sustainability Appraisal and Habitats Regulations Assessment, are available to view online at [cambridgeshire.gov.uk/mwlp](http://cambridgeshire.gov.uk/mwlp) or [peterborough.gov.uk/mwlp](http://peterborough.gov.uk/mwlp).

The Further Draft Plan and supporting documents are also available to view at the following offices:

Cambridgeshire County Council and, Peterborough City Council  
Shire Hall (Reception) Town Hall (Reception)  
Castle Hill Bridge Street  
Cambridge Peterborough  
CB3 0AP PE1 1HF

You have received this notification because you are either a specific consultation body, a general consultation body, you have made comments on the Preliminary Draft Plan between May and June 2018, or you have requested to be kept informed of the progress of the Minerals and Waste Local Plan. Please be advised that your representation(s) will not be kept confidential and will be made available to the public (including being published online). Personal telephone numbers, email addresses, postal addresses and signatures will however be removed.

If you wish to opt out of future communications in respect of this Minerals & Waste Local Plan, please contact us at your earliest convenience.

Yours faithfully,

Joint Minerals and Waste Planning Team  
c/o Peterborough City Council  
Place and Economy  
Sand Martin House  
Bittern Way  
Fletton Quays  
Peterborough  
PE2 8TY



## Northamptonshire Village Awards



Northamptonshire ACRE  
Hunsbury Hill Centre  
Harksome Hill  
Northampton  
NN4 9QX

Dear Community Facilities Member

### **Northamptonshire Village Awards 2019**

Building on the success of the Best Village competition over recent years, we are inviting you to enter your village for the competition now known as Northamptonshire Village Awards, sponsored this year by **CPRE Northamptonshire**. Over the years, we became increasingly aware that some villages felt that applying to enter the competition was unduly complicated and time-consuming. As a result, we have decided to greatly simplify the application process and as a result we hope that this year many more villages will enter the competition.

Like us, the Campaign for the Protection of Rural England (CPRE) recognises the importance of community involvement as well as care for the natural and built environment, which creates not just an attractive village but a vibrant community. Together we want to encourage initiatives by the village community and foster the provision of facilities for village inhabitants.

Enclosed with this letter is information on How To Enter and Notes for Guidance for the Northamptonshire Village Awards.

Please note that the closing date is **18<sup>th</sup> April 2019**.

All villages who enter will be visited by our team of judges. The winners will be announced at the Northamptonshire Village Awards Presentation Evening on

Tuesday 16<sup>th</sup> July 2019 at the High Barn, Hunsbury Hill Centre, Harksome Hill, Northampton NN4 9QX

In addition, CPRE's long-established Litter Heroes Competition will now be incorporated within the Village Awards, and, thanks to the support of our Lord Lieutenant, as President of both Northamptonshire ACRE and CPRE, will be known as the 'David Laing Litter Awards'. Further information about this campaign (and Northamptonshire Village Awards) can be found [here](#).

We really look forward to receiving your entries for both competitions. Should you have any queries please do not hesitate to me contact at [Rebecca.breakwell@northantsacre.org.uk](mailto:Rebecca.breakwell@northantsacre.org.uk) or by telephone 01604 825884.

Regards  
Rebecca Breakwell  
Village Awards Organiser  
Northamptonshire ACRE

## Northamptonshire Village Awards 2019

### How To Enter

As well as an overall prize of £1000, there will be a prize of £250 for each of the different categories – small village, medium village and large village together with best newcomer to the Awards.

To enter the competition simply complete the attached Entry Form and provide a statement of no more than one page setting out what, in your view, makes your village a special place for residents, employees and visitors. This should give our judges a picture of life in your village.

Please also include a map of your village showing important facilities should you have them, such as village hall, sports ground, shops schools and noticeboards etc.

The kind of features and characteristics which will be of interest to the judges and to which you may wish to refer in your statement are indicated on the enclosed Notes for Guidance. But remember, these are purely indicative, and not a checklist. Most importantly, what the judges will be looking for is evidence of community involvement, pride and initiative.

Your application must be submitted to Northamptonshire ACRE by 18<sup>th</sup> April 2019 either by post to Northamptonshire ACRE, Hunsbury Hill Centre, Harksome Hill, Northampton NN4 9QX or by e-mail to [rebecca.breakwell@northantsacre.org.uk](mailto:rebecca.breakwell@northantsacre.org.uk)

Entry Fees are as follows: for population according to national census figures (pls tick)

Small village of population 750 and under	£20
Medium village of population 751 to 2500	£30
Large village of population 2501 to 6000	£40

We look forward to receiving your entry this year.

# Northamptonshire Village Awards 2019

## Notes For Guidance

1. Village Life

The special characteristics and quality of life in your village, with examples of different activities, such as annual or special events, community activities with neighbouring villages, the welcoming of visitors and new residents. Are there links made with neighbouring villages?

2. Community Life

How this is promoted, with examples of, say, newsletters/magazines, notice boards, sports fields and other leisure facilities, voluntary transport schemes, the promotion of local charities and any crime prevention measures undertaken.

3. Business

Employment opportunities for local people, including young people, and the involvement of villagers in running any community facilities such as a community shop, community café etc.

4. Children and Young People

What kind of place the village is for them, with examples of pre-school groups and other organisations. Are there any youth groups or clubs in the village?

5. Working-age residents

What activities or organisations within the village are available to villagers of working age?

6. Older People

Their involvement in village life, and schemes and support services organised for them.

7. Environment and Sustainability

Conservation activities, and examples of projects, say, to reduce carbon footprint and deal with litter.

8. Information Technology

Use of website and other social media, and their benefits for community.

## General Guidance

The Judges will be looking for villages that can demonstrate enterprise, initiative and community spirit in how the village cares for all its inhabitants and how the village is looked after as well as the involvement of local businesses and the welcome given to visitors. They want to know not only what has been done in the past few years to help the community but also about plans for this year. We have found that the most successful villages in the competition have a group working together on their application form rather than just one individual.

When entering the competition please could you send us a sketch map of the village showing the locations of the different facilities as this will greatly assist the Judges.

Visits from the Judges will take place between mid-April and early June. Someone from the Judging team will make contact to arrange their visit, which will last a maximum of two and half hours during which they will be pleased to meet a wide cross section of the village community.

Date of meeting	Agenda Title	Minute No.	Resolution	Action
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	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 28/03 Cllr Simpson nominated - action complete
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	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 28/03 due to time constraints to be discussed at April 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 28/03 due to time constraints to be discussed at April meeting
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	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	18/235.4	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	28/03 Awaiting Cllr Rep
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 28/03 Action complete - report to this meeting
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	18/241.5	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 28/03 Update requested
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	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 28/03 Awaiting update from ICO on status of investigation
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 28/03 Action complete
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 28/03 Unity account now open but Barclays still to transfer remaining funds
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 28/03 Action complete
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

11/03/2019	TREE SURVEY REPORT	237.1	That the Tree Survey carried out in February 2019 be received and noted.	
11/03/2019	TREE SURVEY REPORT	237.2	That quotes be sought for the work recommended in the report excluding the Ivy removal and this had been already done by a working party.	
11/03/2019	TREE SURVEY REPORT	237.3	That J Wilcockson be appointed to carry out a survey the Field Maples along Race Course Road that were the responsibility of the Parish Council	28/03 appointment made awaiting report
11/03/2019	TREE SURVEY REPORT	237.4	That J Wilcockson be requested to clarify the positioning of the Spring Close tree location map during a site visit	28/03 Site meeting arranged for 5 April - verbal update to be provided to meeting
11/03/2019	TREE SURVEY REPORT	237.5	That the Clerks report and residents request to reduce the height of a tree in Spring Close be deferred pending the site visit detailed above	
11/03/2019	ALLOTMENTS	262.1	That Cllrs Cutforth and Sharpe work with the Clerk to update the Allotment Agreement and other supporting documentation	28/03 action started and halted due to complications. Report to meeting
11/03/2019	ALLOTMENTS	262.2	That the allotment rents be collected on Lady Day as normal with the new Allotment Agreement, once adopted, brought into operation for 2020.	28/03 some rents collected but work in progress
11/03/2019	CLERKS REPORT	264.3	That the Rolling Program be receive and note and that the formation of a Village Plan Working Party at the APM be added	
11/03/2019	CLERKS REPORT	264.4	That the action taken by the Clerk to put provision in place for a temporary front page on the website at a cost of £35 in line with London Bridge plans	
11/03/2019	CLERKS REPORT	264.5	That the action taken by the Clerk to appoint EMS to undertake maintenance work at a cost of £544.56 be ratified.	
11/03/2019	CLERKS REPORT	264.6	That EMS continue to be appointed to undertake minor repair work within the village on behalf of the Parish Council with all quotes and invoices to include itemisation of works.	28/03 EMS informed of appointment and requirement to produce itemised quotes and invoices
11/03/2019	CLERKS REPORT	264.7	That a letter confirming EOTH Cricket Club have permission to use the Playing Fields for the 2019 season to enable them to apply for a grant from the English Cricket Board to actively promote the cricket world cup and enable them to purchase a new bbq and patio furniture is sent.	28/03 Email sent
11/03/2019	CLERKS REPORT	264.8	That agreement be given in principle for Blackstones Junior FC in partnership with Stamford and District Beavers and Cub scouts to arrange a football tournament on the Playing Fields in May or June on the understanding that agreement is reached with the EOTH Cricket Club and the status of the access to the site if via a bridleway. Cllr Forman be the point of contact between the negotiations and the Parish Council.	28/03 All parties informed of resolution
11/03/2019	REPORTS FROM REPRESENTATIVES		b) That Councillor O'Grady be nominated to remove the cleared Ivy from site and dispose of it	
11/03/2019	REPORTS FROM REPRESENTATIVES		b) That Cllr Simpson be appointed to investigate signage promoting responsible dog ownership	

11/03/2019	REPORTS FROM REPRESENTATIVES		c) That the Playing Field Working Party be requested to consider dog walking on the field as part of their work	
11/03/2019	REPORTS FROM REPRESENTATIVES		b) That Cllr Stokes be asked where the mobile devises should be relocated to.	
11/03/2019	REPORTS FROM REPRESENTATIVES		b) That defibrillator check training be arranged for Councillors	
11/03/2019	REPORTS FROM REPRESENTATIVES	265.5	That Cllr Simpson to be the appointed Parish Council Representative on the Village Hall Committee	28/03 Chairman of VH Cttee informed
11/03/2019	BANK RECONCILLIATION	267.1	That the February bank reconciliation be presented to the April meeting	
11/03/2019	BANK RECONCILLIATION	267.2	That the action taken by the Clerk at a cost of £25 to stop two cheques that had not been received be ratified	

Hope you are well.

I'm afraid my email is a moan regarding the attached images.

Whilst I commend and applaud the work that volunteers carried out in the pocket park a couple of weeks ago, it was obviously considered to be a good idea to cut through the ivy trunk that is entwined round the Lime tree at the top of the pocket park, as you will see we now have an unseasonal thick covering of dead ivy leaves all over our garden and pond? On the face of it this may seem trivial but an additional Autumn in a garden that is vibrant with Spring colour and shooting plants and bulbs, the over all aesthetics has been considerably impaired.

It might have been more prudent to reduce the tree canopy which was the plan in December 17 when the, then clerk came, round with a contractor who wanted permission to access the tree through our garden!

Needless to say we are not happy and I am sure that reducing the canopy will still need to be done as was the case around eight years ago.

I look forward to your observations comments I have to live the with the floral gardener!!

Regards

Clive



# Playing Field

## Working Party Terms of Reference

Adopted on (date)

Original signed (Chairman)

Date	Details of any revision

Schedule of review: (date)

The PC consulted with the village and produced a Village Plan.

One of the recommendations of the plan, page 12 is to:-

"Develop a plan to relocate the Sports Fields and Playground closer to the village and upgrade the facilities to the highest possible standards. This should include a new pavilion, with changing rooms and provide a modern community owned space for meetings and gatherings. Or, if relocation proves unattainable, to redevelop and upgrade at the existing site."

## Authority

These terms of reference set out the membership, remit responsibilities and reporting arrangements of the Playing Field Working Party (PFWP).

The PFWP is appointed by, and responsible to, Easton on the Hill Parish Council (PC). The PC may vote, at any time to change the role of the PFWP. (Can this be deleted?)

## Membership

The PFWP will consist of:

3 appointed Parish Councillors

7 village residents

Representatives from other organisations may be invited to a meeting to offer expertise and guidance.

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

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

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

## Record of proceedings

Meetings will be held monthly in the Village Hall. (Where possible)

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

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

A report will also be produced bi-monthly and sent to the clerk highlighting progress made and plans for moving forward, presented to the PC no later than the last Friday in the month.

The Minutes are to be seen by the Chairman prior to being submitted to the clerk of the PC (could this be added?) (or should we submit them to the PC once they have been approved at the following meeting)?

## Responsibilities

1. Consider the Village Plan
2. Gauge opinion of the residents of EOTH of the playing field
3. Gauge opinion of the residents of EOTH of the bridleway
4. To consider all individual areas that make up the playing field, which consist of:
  - a. Car park
  - b. Block building
  - c. Play equipment
  - d. Footpath (concessionary?)
  - e. Football field
  - f. Cricket pitch
  - g. Cricket pavilion and associated buildings
5. To further consider the future of the playing field in its current location or to move to another suitable location within the village boundary
  - a. Potential sites
  - b. The costs the move may incur
    - i. Purchase of new site/sale of current site - ownership?
    - ii. Land transfer of new site/current site - costs
6. To submit an initial report to the Parish Council at the April 2019 meeting and then every 2 months thereafter
7. To provide an agenda and any relevant papers to be circulated 1 week prior to the date agreed at the previous meeting
8. To provide minutes within 7 days
9. To ensure that meetings run smoothly, members are expected to abide by the following rules
  - a. Members to read all circulated reports etc
  - b. Discussions to follow the planned agendas
  - c. Show respect by listening to others and not interrupting
  - d. Identify actions following discussions and the member(s) to follow up these actions
  - e. Address items through the chair?

10. All Members of the PFWP will consider the rules and guidelines followed by the Parish Council and endeavour to follow the PC Code of Conduct in its dealings
11. The PFWP are to endeavour to cost any recommendations
12. The PC are expected to assist the PFWP to source expert external advice when requested as soon as practicable
13. The PFWP will contact Northants ACRE for assistance
14. The recommendations are to be submitted to the Parish Council by the last Friday in October to be included in paperwork for the November PC meeting
15. The PC are to review these recommendations AND make a decision within 1 month on the recommendations that require financial commitment by the Parish Council
16. The PFWP will NOT consider title of the playing field. (Can this be added?)

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

**Working Party**

**Minutes of the meeting of the Playing Field Working Party  
Held on Tuesday 26 March 2019 in Easton on the Hill Village Hall**

**Present**

Councillors Will Davis, Ian Forman, Jerry Rawlinson, Mike Simpson  
Residents Ian Coupe, Kevin Cox, Debbie Greaves, Emily Hutchinson  
Public David Cox

**19/1 APOLOGIES FOR ABSENCE**

Apologies for absence were received from Pam Palfreyman and Louise Stokes

**19/2 INTRODUCTION FROM MIKE SIMPSON – CHAIR OF PC**

The chair of the PC delivered a power point presentation about the problems faced by the PC in regard of the land registration of the playing field, a brief history of the playing field committee of 1971 and he also provided a variety of options in relation to the future of the playing field. The Chairman then left the meeting to allow the PFWP to continue with the agenda items.

**19/3 MEMBERS INTRODUCTIONS**

Each person then introduced themselves to the group.

**19/4 ELECTION OF OFFICERS**

- 4.1 Kevin Cox put himself forward for the position of Chair this was seconded by Jerry Rawlinson. No one else stood. It was voted on and agreed unanimously that Kevin Cox is to be Chair.
- 4.2 No one put themselves forward for the position of Secretary. Kevin Cox proposed Debbie Greaves, she agreed she would be willing; this was seconded by Emily Hutchinson. It was voted on and agreed unanimously that Debbie Greaves is to be Secretary.

**RESOLVED** 4.1 That Kevin Cox is to be Chairman of the PFWP  
4.2 That Debbie Greaves is to be Secretary of the PFWP

**19/5 TERMS OF REFERENCE**

Following a brief discussion, it was agreed what should be included in the Terms of Reference for the PFWP.

**RESOLVED** 5.1 That the Secretary is to draw up a draft ToR and circulate them to all members for agreement, before forwarding them to the Clerk of the PC

**19/6 POINTS TO CONSIDER**

As it was already 9pm the members felt that this and all following items to be moved to next month's agenda

**19/9 DATE OF NEXT MEETING**

The next meeting will be held on Thursday 25 April 2019 at 7.30pm in the Village Hall





## Traffic/Roads and Paths

The village community is negatively impacted by road traffic and parking congestion and is well aware of, and vocal about, the inconvenience caused – as evidenced by 35% of respondents to the survey stating traffic was the “worst aspect of living in the village”. There are a number of reasons for the high profile and passion this subject creates.

The village is materially impacted by the very busy A43, which runs through the edge of the village and accounts for the vast majority of traffic (and inconvenience: speed, noise and volume). This is a major regional arterial route and typically generates more than 10,000 vehicle movements a day (an increase of 200% in the last 25 years). Unfortunately this situation is most unlikely to change in the foreseeable future and is under the direct control of the National Highways Agency.

Easton on the Hill’s topography, with only three routes into the centre of the village and several narrow roads and lanes, creates a number of traffic choke points, leading to congestion, particularly at peak commuter times. Our street layout and road widths predate the current high volume of traffic and car ownership (to say nothing of on-line shopping deliveries). This challenging situation further exacerbates a shortage of easy on-street parking space, which is a problem most clearly seen in the vicinity of the much used and very popular Post Office shop.



### Recommendations

- Upgrade traffic street furniture and village lighting.
- Work with traffic management experts to develop and deliver appropriate actions to mitigate against the impact of traffic and parking congestion.
- Develop and deliver a sustainable solution to the parking problems in the vicinity of the Post Office which presently creates excessive wear to the immediate environs.
- Ensure appropriate speed awareness and enforcement throughout the village. In the longer term reduce the speed limit, within the village centre, from 30mph to 20mph.

- What we will do
  - Analyse Traffic sensor data.
    - Data has been requested via the Parish Clerk.
    - We need clarification from the Parish Council as to where the various sensors are and what data is available. Do we have access to data from the “County Council” signs on the A43 for instance?
  - When we have analysed this data we will arrange a workshop with CIPS to discuss how to mitigate the impact of commuter and delivery traffic throughout the village
    - Ideas include car sharing incentives, flexible working hours, seeing if CIPS can schedule deliveries outside the “rush hours”
  - In addition we will examine the practicalities of a number of other initiatives:
    - A one-way system for High St between New Road and Stamford Road
    - A 30mph limit for the A43 in the village (like Wothorpe and Collyweston)
    - A 20mph limit throughout the village
    - A “Parking Code of Practice” raising the issues of pavement obstructions for wheelchair and pushchair users, parking on verges, and road obstructions for emergency services
    - Encouraging walking and cycling within the village
    - Mitigating parking issues outside the village shop; with the collaboration of Jag and Bahnt, possibly encouraging parking further up Westfields, extending the parking bay, etc.
  
- Reporting and timescales
  - We plan to meet every 2 months, approximately 2 weeks before the PC Meetings. Normally 5.00pm in the Priests House. Next Meeting mid/end May
  - Work will go on *between* meetings- not just in the meeting
  - We will issue progress reports to Parish Council after each meeting

Tim Nicol, on behalf of the Traffic Working Group.

## Internal Audit Report

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

Name of council:	Easton-on-the-Hill		
Name of Internal Auditor:	Claire Tilley	Date of report:	06-04-2019
Year ending:	31 March 2019	Date audit carried out:	05-04-2019

*Internal audit is the periodic independent review of a council's internal controls resulting in an assurance report designed to improve the effectiveness and efficiency of the activities and operating procedures under the council's control. Managing the council's internal controls should be a day-to-day function of the staff and management and not left for internal audit.*

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

### To the Chairman of the Council:

I met with the Locum Clerk Alison Benfield on the 5<sup>th</sup> April 2019. Prior to this I had examined documents available on the council's website. Although the council are not obliged to act under the Transparency Code, it was pleasing to see that all the documentation was available regardless.

The Locum Clerk has introduced a number of processes to further ensure the council is operating correctly. and has left all accounting and documentation in an excellent position for the incoming Clerk. This includes the publishing of the Agenda and associated paperwork on the website each month.

Upon examination of bookkeeping, due process, risk management, budget, payroll, asset control and other operating procedures, it is clear that every effort is made to ensure that the Council acts lawfully, transparently and in accordance with proper practices.

Issues from the 2017/18 audit.

- There was no Internal Audit report to view, but the section of the AGAR had been completed with no issues. The External Auditor noted that the incorrect date for exercise of public rights had been put on the Notice. The Notice for this year has already been completed correctly.

Issues raised in 2018/2019

- It is evident from examining documents and speaking to the Clerk/RFO that the council is aware of its responsibilities with regards to public finances. It is noted in the minutes that Internal control takes place. These controls could be more effective by ensuring that –

The Council approve the Annual budget as a separate agenda item, prior to agreeing the Precept.

Evidencing the Internal Control more rigorously, perhaps with the use of a model checklist that tests specific controls.

Although not a requirement, it is considered good practice to identify legal powers in the minutes with regards to spending

Where a long-term Insurance Policy is in place, checking annually that cover is still adequate

Overall, I am very confident that the Locum Clerk has set a precedence for good practice and wish the council and new clerk well for the forthcoming year.

Yours sincerely,

A handwritten signature in blue ink that reads "C. Tilley". The signature is written in a cursive style and is positioned on a light blue rectangular background.

Ms Claire Tilley  
Internal Auditor to the Council  
01536 791893  
[claire@renaissancebusiness.co.uk](mailto:claire@renaissancebusiness.co.uk)

***This report is based on the evidence made available to me. It would be incorrect to view internal audit as the detailed inspection of all records and transactions of a council in order to detect error or fraud. Consequently, the report is limited to those matters set out above.***

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

	<b>Year ending 31 March 2018</b>	<b>Year ending 31 March 2019</b>
1. Balances brought forward	39,200	34,499
2. Annual precept	24,059	23,660
3. Total other receipts	4,351	7,922
4. Staff costs	7,282	9,800
5. Loan interest/capital repayments	1,042	1,042
6. Total other payments	24,787	28,221
7. Balances carried forward	34,499	27,018
8. Total cash and investments	34,499	27,018
9. Total fixed assets and long-term assets	223,417	228,377
10. Total borrowings	9,399	8,689

The proper practices referred to in Accounts and Audit Regulations are set out in *Governance and Accountability for Smaller Authorities in England (2019)*. It is a guide to the accounting practices to be followed by local councils and it sets out the appropriate standard of financial reporting to be followed. A copy of the guide is available for free download from:

<https://www.northantscalc.com/uploads/practitioners-guide-2019.pdf>

## Section 1 – Annual Governance Statement 2018/19

We acknowledge as the members of:

EASTON ON THE HILL PARISH COUNCIL

ENTER NAME OF AUTHORITY

our responsibility for ensuring that there is a sound system of internal control, including arrangements for the preparation of the Accounting Statements. We confirm, to the best of our knowledge and belief, with respect to the Accounting Statements for the year ended 31 March 2019, that:

	Agreed			'Yes' means that this authority:
	Yes	No*		
1. We have put in place arrangements for effective financial management during the year, and for the preparation of the accounting statements.	✓			prepared its accounting statements in accordance with the Accounts and Audit Regulations.
2. We maintained an adequate system of internal control including measures designed to prevent and detect fraud and corruption and reviewed its effectiveness.	✓			made proper arrangements and accepted responsibility for safeguarding the public money and resources in its charge.
3. We took all reasonable steps to assure ourselves that there are no matters of actual or potential non-compliance with laws, regulations and Proper Practices that could have a significant financial effect on the ability of this authority to conduct its business or manage its finances.	✓			has only done what it has the legal power to do and has complied with Proper Practices in doing so.
4. We provided proper opportunity during the year for the exercise of electors' rights in accordance with the requirements of the Accounts and Audit Regulations.		✓		during the year gave all persons interested the opportunity to inspect and ask questions about this authority's accounts.
5. We carried out an assessment of the risks facing this authority and took appropriate steps to manage those risks, including the introduction of internal controls and/or external insurance cover where required.	✓			considered and documented the financial and other risks it faces and dealt with them properly.
6. We maintained throughout the year an adequate and effective system of internal audit of the accounting records and control systems.	✓			arranged for a competent person, independent of the financial controls and procedures, to give an objective view on whether internal controls meet the needs of this smaller authority.
7. We took appropriate action on all matters raised in reports from internal and external audit.	✓			responded to matters brought to its attention by internal and external audit.
8. We considered whether any litigation, liabilities or commitments, events or transactions, occurring either during or after the year-end, have a financial impact on this authority and, where appropriate, have included them in the accounting statements.	✓			disclosed everything it should have about its business activity during the year including events taking place after the year end if relevant.
9. (For local councils only) Trust funds including charitable. In our capacity as the sole managing trustee we discharged our accountability responsibilities for the fund(s)/assets, including financial reporting and, if required, independent examination or audit.	Yes	No	N/A	has met all of its responsibilities where, as a body corporate, it is a sole managing trustee of a local trust or trusts.
			✓	

\*Please provide explanations to the external auditor on a separate sheet for each 'No' response and describe how the authority will address the weaknesses identified. These sheets should be published with the Annual Governance Statement.

This Annual Governance Statement was approved at a meeting of the authority on:

08/04/2019

and recorded as minute reference:

18/287.2

MINUTE REFERENCE

Signed by the Chairman and Clerk of the meeting where approval was given:

Chairman

SIGNATURE REQUIRED

Clerk

SIGNATURE REQUIRED

**Other information required by the Transparency Codes (not part of Annual Governance Statement)**

Authority web address

www.eastononthehill-pc.gov.uk

AUTHORITY WEBSITE ADDRESS

## Section 2 – Accounting Statements 2018/19 for

EASTON ON THE HILL PARISH COUNCIL

ENTER NAME OF AUTHORITY

	Year ending		Notes and guidance
	31 March 2018 £	31 March 2019 £	
1. Balances brought forward	39,200	34,499	<i>Total balances and reserves at the beginning of the year as recorded in the financial records. Value must agree to Box 7 of previous year.</i>
2. (+) Precept or Rates and Levies	24,059	23,660	<i>Total amount of precept (or for IDBs rates and levies) received or receivable in the year. Exclude any grants received.</i>
3. (+) Total other receipts	4,351	7,922	<i>Total income or receipts as recorded in the cashbook less the precept or rates/levies received (line 2). Include any grants received.</i>
4. (-) Staff costs	7,282	9,800	<i>Total expenditure or payments made to and on behalf of all employees. Include salaries and wages, PAYE and NI (employees and employers), pension contributions and employment expenses.</i>
5. (-) Loan interest/capital repayments	1,042	1,042	<i>Total expenditure or payments of capital and interest made during the year on the authority's borrowings (if any).</i>
6. (-) All other payments	24,787	28,221	<i>Total expenditure or payments as recorded in the cashbook less staff costs (line 4) and loan interest/capital repayments (line 5).</i>
7. (=) Balances carried forward	34,499	27,018	<i>Total balances and reserves at the end of the year. Must equal (1+2+3) - (4+5+6).</i>
8. Total value of cash and short term investments	34,499	27,018	<i>The sum of all current and deposit bank accounts, cash holdings and short term investments held as at 31 March – To agree with bank reconciliation.</i>
9. Total fixed assets plus long term investments and assets	223,417	228,377	<i>The value of all the property the authority owns – it is made up of all its fixed assets and long term investments as at 31 March.</i>
10. Total borrowings	9,399	8,689	<i>The outstanding capital balance as at 31 March of all loans from third parties (including PWLB).</i>
11. (For Local Councils Only) Disclosure note re Trust funds (including charitable)	Yes	No	<i>The Council, as a body corporate, acts as sole trustee for and is responsible for managing Trust funds or assets.</i>  <i>N.B. The figures in the accounting statements above do not include any Trust transactions.</i>
		✓	

I certify that for the year ended 31 March 2019 the Accounting Statements in this Annual Governance and Accountability Return have been prepared on either a receipts and payments or income and expenditure basis following the guidance in Governance and Accountability for Smaller Authorities – a Practitioners' Guide to Proper Practices and present fairly the financial position of this authority.

Signed by Responsible Financial Officer before being presented to the authority for approval

SIGNATURE REQUIRED

Date

08/04/2019

I confirm that these Accounting Statements were approved by this authority on this date:

08/04/2019

as recorded in minute reference:

18/287.3

MINUTE REFERENCE

Signed by Chairman of the meeting where the Accounting Statements were approved

SIGNATURE REQUIRED

# Annual Internal Audit Report 2018/19

EASTON ON THE HILL PARISH COUNCIL

ENTER NAME OF AUTHORITY

This authority's internal auditor, acting independently and on the basis of an assessment of risk, carried out a selective assessment of compliance with relevant procedures and controls to be in operation **during** the financial year ended 31 March 2019.

The internal audit for 2018/19 has been carried out in accordance with this authority's needs and planned coverage. On the basis of the findings in the areas examined, the internal audit conclusions are summarised in this table. Set out below are the objectives of internal control and alongside are the internal audit conclusions on whether, in all significant respects, the control objectives were being achieved throughout the financial year to a standard adequate to meet the needs of this authority.

Internal control objective	Agreed? Please choose one of the following		
	Yes	No*	Not covered**
A. Appropriate accounting records have been properly kept throughout the financial year.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
B. This authority complied with its financial regulations, payments were supported by invoices, all expenditure was approved and VAT was appropriately accounted for.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
C. This authority assessed the significant risks to achieving its objectives and reviewed the adequacy of arrangements to manage these.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
D. The precept or rates requirement resulted from an adequate budgetary process; progress against the budget was regularly monitored; and reserves were appropriate.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
E. Expected income was fully received, based on correct prices, properly recorded and promptly banked; and VAT was appropriately accounted for.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
F. Petty cash payments were properly supported by receipts, all petty cash expenditure was approved and VAT appropriately accounted for.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	N/A.
G. Salaries to employees and allowances to members were paid in accordance with this authority's approvals, and PAYE and NI requirements were properly applied.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
H. Asset and investments registers were complete and accurate and properly maintained.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
I. Periodic and year-end bank account reconciliations were properly carried out.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
J. Accounting statements prepared during the year were prepared on the correct accounting basis (receipts and payments or income and expenditure), agreed to the cash book, supported by an adequate audit trail from underlying records and where appropriate debtors and creditors were properly recorded.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
K. IF the authority certified itself as exempt from a limited assurance review in 2017/18, it met the exemption criteria and correctly declared itself exempt. ( <i>“Not Covered” should only be ticked where the authority had a limited assurance review of its 2017/18 AGAR</i> )	<input checked="" type="checkbox"/>	<input type="checkbox"/>	N/A.
L. During summer 2018 this authority has correctly provided the proper opportunity for the exercise of public rights in accordance with the requirements of the Accounts and Audit Regulations.			Not applicable <input checked="" type="checkbox"/>
<b>M. (For local councils only)</b> Trust funds (including charitable) – The council met its responsibilities as a trustee.	<input type="checkbox"/>	<input type="checkbox"/>	Not applicable <input checked="" type="checkbox"/>

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

Date(s) internal audit undertaken

Name of person who carried out the internal audit

05 04 2019

DD/MM/YY

DD/MM/YY

CLAIRE TILLEY

NCALC  
INTERNAL AUDIT  
SERVICE

Signature of person who carried out the internal audit



SIGNATURE REQUIRED

Date

05 04 2019

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

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

# Easton on the Hill Parish Council

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

Email: [clerk@eastononthehill-pc.gov.uk](mailto:clerk@eastononthehill-pc.gov.uk)

## Bank Reconciliation – 27 February 2019

Agenda No: 18/290.1

£

Total of balances in bank accounts as at 27 February 2019

**Community Account**

**6,658.17**

**Business Savings Account**

**25,070.68**

**Total** **31,728.85**

Less unrepresented cheques:

Less outstanding payment:

Plus outstanding receipts:

**Net bank balance at 27 February 2019**

**31,728.85**

## Cash book

Opening balance: 1 April 2018

**34,499.21**

Add: receipts to date

31,070.00

Less: Payments to date

33,840.36

**Balance per cash book as at 27 February 2019**

**31,728.85**

**Diff:** **0.00**

Yours faithfully

*Alison Benfield*

**Parish Clerk**

# Easton on the Hill Parish Council

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

Email: [clerk@eastononthehill-pc.gov.uk](mailto:clerk@eastononthehill-pc.gov.uk)

## Bank Reconciliation – 31 March 2019

Agenda No: 18/290.2

£

Total of balances in bank accounts as at 31 March 2019

**Community Account**

**1,781.52**

**Business Savings Account**

**25,083.18**

**Unity Trust**

**153.95**

**Total** **27,018.65**

Less unrepresented cheques:

Less outstanding payment:

Plus outstanding receipts:

**Net bank balance at 31 March 2019**

**27,018.65**

## Cash book

Opening balance: 1 April 2018

**34,499.21**

Add: receipts to date

**31,582.50**

Less: Payments to date

**39,063.06**

**Balance per cash book as at 31 March 2019**

**27,018.65**

**Diff:** **0.00**

Yours faithfully

*Alison Benfield*

**Parish Clerk**

EXPENDITURE AGAINST BUDGET

	BUDGET	ACTUAL TO DATE	% of Budget	Committed	APR	MAY	JUN	JUL	AUG	SEPT	OCT	NOV	DEC	JAN	FEB	MAR
<b>Payments (excluding VAT)</b>																
Staff costs	£ 7,164.00	£ 9,799.58	136.79%	£ 7,164.00	£ 526.98	£ 619.44	£ 787.00	£ 444.27	£ 444.27	£ 777.27	£ 555.27	£ 660.00		£1,475.00	£ 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	£ 907.78	174.57%	£ 520.00	£ 34.83	£ 34.83	£ 34.83	£ 47.20	£ 34.83	£ 74.61	£ 176.12	£ 38.31	£ 78.00	£ 113.25	£ 82.47	£ 158.50
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	£12,124.05	306.94%	£ 3,950.00	£ 1,466.08		£ 226.74	£ 851.22		£ 226.74			£ 226.74	£ 222.96	£ 7,269.00	£1,634.57
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
<b>Total Payments</b>	<b>£22,334.00</b>	<b>£34,986.53</b>	<b>156.65%</b>	<b>£21,654.00</b>	<b>£ 2,339.54</b>	<b>£2,793.75</b>	<b>£1,216.27</b>	<b>£3,561.87</b>	<b>£1,320.35</b>	<b>£ 1,113.62</b>	<b>£2,163.22</b>	<b>£2,043.31</b>	<b>£1,880.92</b>	<b>£1,873.56</b>	<b>£10,103.55</b>	<b>£4,576.57</b>

<b>Receipts (excluding VAT)</b>																
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						
<b>Total Receipts</b>	<b>£23,824.97</b>	<b>£25,607.81</b>	<b>107.48%</b>	<b>£ -</b>	<b>£12,700.35</b>	<b>£ -</b>	<b>£ 12.48</b>	<b>£ 400.00</b>	<b>£ -</b>	<b>£12,482.49</b>	<b>£ -</b>	<b>£ -</b>	<b>£ 12.49</b>	<b>£ -</b>	<b>£ -</b>	<b>£ -</b>

<b>Reserves</b>	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	£ -												
<b>Total Reserves</b>	<b>£20,419.37</b>	<b>£15,031.37</b>	<b>£ 8,235.00</b>	<b>-£ 2,000.00</b>	<b>£ -</b>	<b>£ -</b>	<b>£ 425.00</b>	<b>£ -</b>	<b>£ 6,963.00</b>	<b>£ -</b>					