
EASTON ON THE HILL PARISH COUNCIL MEETING

DATE: 13 May 2019

SUBJECT: GOVERNANCE MATTER – MEMBERSHIP ON OUTSIDE BODIES

1 Introduction and Purpose of Report

1.1 Parish Councillors are asked to sit on groups and organisations in the village and this has caused difficulties in the past with their role as Councillor and their role on the outside body

1.2 The purpose of this report is to provide a response from the ENC MO on this matter

2 Recommendations

2.1 That the report is received and noted.

2.2 That Easton on the Hill Parish Council amends its code of conduct to include the following reference:-

- that an interest will need to be declared when it is “*an interest which relates to or is likely to affect.... any body of which the member is in a position of general control or management and to which he/she is appointed or nominated by the Council*”

3 Membership of Outside Bodies

3.1 ENC District Council Councillors are appointed to outside bodies as observers only to enable them to report back to ENC on the matters affecting those organisations. Should they be requested to become formal members of the body (to participate in discussion and vote on decisions) they are no longer considered as observers and are required to declare an interest at ENC meetings.

3.2 This declaration is necessary as by moving to a formal membership position they are expected to put the interests of the outside body ahead of that of ENC.

As the above is part of the training received by ENC Councillor it is currently not referred to within the Code of Conduct that has been adopted by Easton on the Hill Parish Council and the MO is considering inclusion of a clause in future revisions that does make this clear.

4 Proposal

4.1 Until such time as ENC MO amends the current Town and Parish Code it is proposed that Easton on the Hill amends its code to include the following reference:-
that an interest will need to be declared when it is “*an interest which relates to or is likely to affect.... any body of which the member is in a position of general control or management and to which he/she is appointed or nominated by the Council*”

5. Financial Implications

5.1 There are no financial implications to the proposed changes or deletions

6. Policy Implications

6.1 Policy implications are related to the individual policies and procedures listed and the changes proposed or incorporated

7. Health and Safety Implications

7.1 None

8. Reporting Officer – Alison Benfield, Clerk Support

Easton on the Hill Parish Council

Hibbins Cottage, The Green, Ketton, Stamford. PE9 3RA

Email: clerk@eastononthehill-pc.gov.uk

Dear Councillors,

You are requested to attend the Annual Parish Council meeting of Easton on the Hill Parish Council at The Village Hall, New Road, Easton on the Hill on **Monday 10th June 2019** at 7.00pm when the under mentioned business will be transacted.

Yours sincerely,

Jenny Rice

Jenny Rice, Clerk and Responsible Finance Officer

AGENDA

19/20	NEW CHAIR TO SIGN DECLARATION OF ACCEPTANCE OF OFFICE	
	Clerk to explain and clarify counting of votes issue raised by 2 Councillors	
19/21	APOLOGIES FOR ABSENCE	
	To receive and note apologies and accept reasons for absence given to the Clerk	
19/22	DECLARATIONS OF INTEREST	
	To receive all declarations of interest under the Council's Code of Conduct related to business on the agenda. (Members should disclose any interests in the business to be discussed and are reminded that the disclosure of a Disclosable Pecuniary Interest will require that the member withdraws from the meeting room during the transaction of that item of business).	
19/23	PUBLIC PARTICIPATION	
	A maximum of 15 minutes is permitted for members of the public to address the meeting	
19/24	MINUTES OF THE LAST MEETING (previously circulated)	
	To confirm as a correct record the minutes of the meetings held on Monday 8 th April 2019 and Monday 13 th May 2019 (amended)	
19/25	GOVERNANCE MATTERS	
	25.1	To discuss feedback on holding a mid-term election, refer back to A 4 year review and report in response, and the suggestion to invoke persistent complainant policy.
	25.2	To hear feedback on the use of CEO NCALC and/or MO ENC for individuals involved in recent disputes as suggested at the last meeting.
	25.3	To hear a complaint from a Councillor against the Support Clerk for a potential breach of data protection regulations and for bringing the Council into disrepute for such a breach - to be heard later during a closed session. (copy herewith)
	25.4	To review and agree any changes to Standing Orders, copy circulated.
	25.5	To review and agree all committee and working party members.
	25.6	To note item 279.1 code of conduct complaint against a Councillor that is being investigated is carried forward until an outcome is received.
	25.7	To note that the complaint outcome received from a resident about a Councillor be awaited from CEO, NCALC before processing further.
	25.8	To note and discuss request for a 9 month report on the Governance review and 12 month report due in July
	25.9	To review Membership on Outside Bodies report, copy herewith
19/26	PLANNING APPLICATIONS from Planning Committee	
	26.1	Planning committee terms of reference to be reviewed and agreed.

	26.2	10/00798/OUT Outline planning for residential development of up to 115 dwellings on land off Stamford Road, Easton on the Hill. (Follow up after extraordinary meeting on 5/6/19)
	26.3	19/00730/FUL Single storey side extension to dwelling at The Abbey, 34 Stamford Road Comments to be submitted
	26.4	19/00872/FUL First floor side extension at 16 Western Avenue
19/27	TREE SURVEY REPORT	
	27.1	To note query with tree report ongoing and tree policy for consideration, to follow
	27.2	To arrange for boundary and ownership of trees data to be collected
19/28	ALLOTMENTS	
	28.1	To receive a verbal report from the Clerk on matters relating to the allotments since the last meeting
	28.2	To clarify the situation regarding Cllr Bates and the ongoing management of the allotments – c/f from extraordinary meeting 13/5/19 to be discussed later under closed session
19/29	CLERKS REPORT	
		To receive and note copies of correspondence not previously circulated and confirm those should be brought back to Council for formal consideration
	29.1	Street lighting – to receive quote from Eon to replace the remaining 32 lanterns with new LED lights and decide on further action
	29.2	To receive request and information regarding renewing lease on land at SSSI Collyweston managed by The Wildlife Trust and decide on a way forward. (information herewith)
	29.3	To note defibrillator training will be 18/9/19 4pm to 7pm drop in
	29.4	To receive and note update from the Clerk on the ICO investigation into FOI Request dated October 2017 (verbal)
	29.5	To note and consider request from Cllr Cutforth to attend chairmanship training
	29.6	To receive information from Freedom Leisure, ENC, regarding free turn up and play sessions and decide if EOTH wants to book them, copy herewith
	29.7	To decide on News and Views articles and an author for it
	29.8	To receive and note the rolling programme, to follow
	29.9	To receive and note correspondence about Network and Coffee Morning for Councillors, copy herewith
19/30	REPORTS FROM REPRESENTATIVES	
	30.1	To ask for reviews of working parties' terms of reference for next meeting
	30.2	a) Trees and Greens – Cllr Bates
	30.3	Playing Field – Cllr Simpson a) To review situation regarding security at the playing field entrance and whether the old church gates can be used to replace the metal one, and if not, agree disposal of old church gates b) To note complaint received regarding the length of the grass recently and suggestion from the contractor to increase the frequency of cuts c) Update on “title” application on bridleway change of status
	30.4	Vehicle Activation Devices – Cllrs Forman & Rawlinson
	30.5	Checkers Report – Cllr Forman from May and this month's report from Cllr Hanson.
	30.6	Village Hall update – Cllr Simpson
	30.7	Playing Field Working Party – Cllrs Davies and Forman a) To receive and note PF Working Party meeting minutes d) To receive update/report on equipment inspection if available
	30.8	Village Traffic Working Party – Cllrs Sharpe & Stokes Receive report from the traffic group, copy herewith
	30.9	Village Plan Working Party – to nominate a Councillor to represent the Parish Council on Working Party c/f from previous meeting

19/31	Orders for payment		
	31.1 To agree payments to be made as follows;		
		SLCC membership fees	£156
		Village hall hire fee	£26
		Clock servicing overdue account (already paid)	£186
		Leicestershire Gardens, cuts in April (already paid)	£560
		Clerking services A. Benfield in May, with timesheet	£273.10
	To ratify payment made between meetings:-		
		Clerk's salary and HMRC payable 30/6/19 and extra 11.5 hours worked in May	£745.76 £145.36
	31.2	To note new account signatories forms being processed	
	31.3	To consider options for the remainder of the loan and decide on appropriate action – information circulated	
19/32	BUDGET REPORT		
	To receive and note Budget Report up to 31 May 2019 (copy herewith) and bank reconciliation (to follow)		
19/33	NOTICE BOARD		
		To receive information on a replacement, dedicated notice board and decide whether to pursue further	
19/34	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		
	34.1 As above item 27.2 To clarify the complaint against a councillor by a resident concerning the Parish Council owned allotments. To clarify the dismissal of Councillor Bates from her position as the allotment manager, and the announcement of this in 'News and Views'. To clarify the current and future management of the allotments.		
	34.2 As above item 24.3 formal complaint against Ex Clerk by Cllr O'Grady, with Ms Benfield present		
19/35	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		
19/36	DATE OF NEXT MEETING		
	To note that the date of the next meeting is Monday 8 th July 2019		

Please note, this is a public meeting and you may be filmed, recorded and published.

Copies of Council minutes, agendas and associated documentation are available to download at www.eastononthehill-pc.gov.uk

EASTON ON THE HILL PARISH COUNCIL

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Minutes of the Meeting of Easton on the Hill Parish Council Held on Monday 8 April 2019 at 19.00 in the Easton on the Hill Village Hall

Present

Councillors A Cutforth, I Forman, J Rawlinson, M Simpson (Chairman) & D Sharpe
Clerk A Benfield (Locum Clerk) J Rice (new Clerk)
Others 31 Members of the public were in attendance.

18/274 APOLOGIES FOR ABSENCE

Apologies for absence were received from Cllrs P Bates, W Davis, E Hanson & L Stokes (personal reasons). Cllr J Ward (ill health).

An apology for absence was given by Cllr Cutforth on behalf of Cllr O'Grady (personal reasons). The Locum Clerk commented that she would not normally accept apologies from one Councillor on behalf of another as it could lead to confusion and bad practice.

Resolved That the apologies be received and noted

18/275 DECLARATIONS OF INTEREST

There were no declarations of interest made in any matters on the agenda

18/276 PUBLIC PARTICIPATION

A resident stated that he was unclear of how people get to know of meetings as he had only become aware that it was happening by a 3rd party. The Chairman stated that the agenda for the meeting is posted on both the Council website and notice boards throughout the village 3 clear days before the meeting takes place.

He then went on to ask that if the development proposed by Johnson Mowat for land north of Stamford Road, immediately adjacent to the western edge of Easton on the Hill happened would it encourage the re-opening of the village school and the introduction of a 30mph speed limit along Stamford Road. The Chairman indicated that he expected these matters would be discussed during the specific agenda item.

18/277 MINUTES

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

18/278 RAF WITTERING

The Clerk reported that Squadron Leader Knights had given apologies for non-attendance due to ill health but that he would welcome the opportunity to attend the next meeting

Resolved 278.1 That Squadron Leader Knights be invited to attend the next meeting

The communication from AMEY regarding the Tree Management Plan for RAF Wittering was received.

Resolved 278.2 That the communication from AMEY regarding RAF Wittering Tree Management Plan be received and noted

The communication from Wing Commander M S A Ainsworth MA RAF regarding proposed sites for Red Arrow Team due to closure of RAF Scampton was received.

Initials

Resolved 278.3 That the communication from Wing Commander M S A Ainsworth MA RAF regarding proposed sites for Red Arrow Team due to closure of RAF Scampton be received and noted

18/279 GOVERNANCE MATTERS

The Locum Clerk reported to the meeting that a Code of Conduct Complaint she had brought against a Councillor was to be investigated as the Deputy Monitoring Officer who was dealing with it considered that a formal investigation should take place. Once this is completed the resultant decision notice will be provided to the Parish Council.

The Locum Clerk also reported to the meeting that a complaint had been received by her against an Easton on the Hill Parish Councillor. She stated that she had requested advice from Northants CALC as the Council complaints policy only covers dealing with complaints against the Council as a whole.

The Locum Clerk had tabled a letter received from the ENC Monitoring Officer received that day. The letter was in response to the six-month Governance Review update that had been submitted to ENC by the Council in February. Due to the fact that Cllr Simpson had not had a chance to consider the content in advance of the meeting it was agreed it should be on the agenda for the next meeting for formal consideration.

Resolved 279.1 That the Code of Conduct complaint against a Member of EOTH considered by the ENC Deputy Monitoring Officer has proceeded to investigation be noted
279.2 That the outcome of the above item be carried forward until an outcome is received.
279.3 That the complaint received by the Locum Clerk from a resident against a Councillor be noted and await a response from the CEO of NCALC before processing further
279.4 That the letter and supporting documents from the ENC Monitoring Officer be brought back to the next meeting for formal consideration and response.

18/280 PLANNING APPLICATIONS

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

19/00399/FUL & LBC - Proposal : Single storey extension to rear of house and replace door on front of house at 4 High Street Easton On The Hill Stamford Northamptonshire PE9 3LR

18/02424/FUL - Proposal : Replace kitchen/dining room window with french doors at 2 Priory Court West Street Easton On The Hill Stamford Northamptonshire PE9 3LS

Resolved 280.1 That no comments be made on the above Planning Applications

Communication from developer Johnson Mowat regarding the public consultation on proposed development on land off Stamford Road was considered.

Chairman reported development on this land had been proposed previously and all the information relating to the consultation carried out at that time was online. ENC Planning Department had stated that the proposal for 92 properties was not in keeping with the Local Plan so it was not granted permission as only small infill development would be allowed without being supported through a Neighbourhood Plan. The Chairman will forward to the Clerk the note received from the Planning Officer last year.

Differing views were raised by Councillors in attendance. One view being that development was needed, assuming site is reasonable, to bring life back into the village as there was in need of affordable housing. Alternatively, it was expressed that the quantity of housing proposed appeared excessive, but the formal plans would have to be considered before a decision was reached. Comment was also made that if the developers were proposing infrastructure to support the viability of the village, for instance relocation of the playing field it may be more appealing.

As the developers had requested to meet with Parish Council it was agreed they be invited to attend a meeting once the consultation ended so that the comments from the community were taken into account. The Chairman commented that it would be useful if those members of the public intending to respond to the consultation also provided a copy of their comments to the Council by email so that Members were fully aware of the views of the village prior to the meeting.

Resolved 280.2 That the communication be received and noted
280.3 That an invitation be extended to Johnson Mowat to attend a Parish Council once their consultation is ended to enable comments submitted to be taken in account

18/281 TREE SURVEY REPORT

Initials

Cllr Rawlinson provided a verbal report on the site meeting held on Friday 5 April with the Arborist, Locum Clerk and Chairman. He reported that tags have been removed from 2 trees that were not the responsibility of the Council, however there were a further 4 located in the same vicinity that appear to potentially belong to the same land owner.

In respect of NT1 (NT relating to 'no tag') it was very unclear if this was Council responsibility or not due to its location directly central to a stone boundary wall. It was also commented that the tree was subject to the complaint to be considered later in the meeting relating to the fallen ivy, the severing of which had satisfied one resident but caused ire from another. In addition, this tree was also subject to a request for pollarding by a resident, however within the tree report it was listed as not requiring any work for either health and safety or maintenance grounds. Members were asked to note that pollarding would require it to be repeated every three years and that regrowth could result in stem weakness leading to more risk.

Members discussed the options relating to NT1 and concluded that ownership of the tree should be established before making any further decisions. If established it belongs to the resident, he would be free to carry out any work he wished. However, if established that it is a Council responsibility and either permission was granted to the resident to arrange for pollarding to take place or the work was done by the Council at the behest of the resident there will be a long-term financial impact on the Council.

It was agreed therefore, that the boundaries of Spring Close and all other Council owned land need to be formally established so that the Council is fully aware of its areas of responsibility and what trees do come under its ownership throughout the village. Suggestions were made that the Council should approach Stapleton's to establish what deeds and boundary plans it holds on behalf of the Council and that the Council approaches residents to request they confirm their boundaries from their deeds.

Comment was made during the discussion on boundaries of a locked cupboard within the Village Hall that contained parish council records. All those present were startled at the revelation as this information had not been known until this time.

Moving on to the tree report formally it was agreed that a decision be deferred until the work on establishing boundaries was completed. It was suggested that residents and Stapleton's, be contacted to establish these.

Having reviewed the report provided by the Locum Clerk regarding the formation of a policy concerning having work carried out on trees other than for safety and maintenance grounds it was agreed that a draft policy should be formulated for consideration at a future meeting.

In giving consideration to the residents request to reduce the height of a tree in Spring Close due to loss of light it was agreed that no decision be made until ownership was established.

- Resolved**
- | | |
|-------|---|
| 281.1 | That the verbal report be received and noted |
| 281.2 | That consideration of the recommendations with the report be deferred until the boundaries are established using resident's property deeds and/or records of Council land held by Stapletons. |
| 281.3 | That a draft policy be formulated by the Clerk for consideration of members at a future meeting |
| 281.4 | That the request to reduce the height of NT1 in Spring Close due to loss of light not be considered further until ownership was established. |

18/282 ALLOTMENTS

The Locum Clerk provide brief details of incidents that had taken place in connection to the allotments since the last meeting. She said she was unable to provide further detail as it was linked to the complaint received against a Councillor as reported earlier in the meeting

She did say that as a result of what had occurred, she had held a meeting with the Allotment Officer and the Chairman to inform them of advice received from the NCALC CEO that the Allotment Officer should no longer act on behalf of the Parish Council in matters related to the Allotments.

Members considered the draft Allotment documents as provided. It was commented that the agreement is very extensive and appeared to be overly detailed. In response the Chairman stated that in the past policies and procedures had been less so which had resulted in some of the difficulties experienced by the Council. It was questioned if bees should be allowed due to the proximity of the site to local houses.

Debate took place on the following points:-

Initials

- 6.2 – what amenities other than water are provided? It was clarified this was to ‘future proof’ the document should it be decided that additional amenities would be provided – agreed it should remain in the rules
- 10.1 – following a discussion on the ‘fairness’ of this clause to plots in corners with additional hedges it was agreed that it should remain
- 14.3 – as each plot is separated from its neighbour by a footpath it was agreed that reference to dumping or storing of waste on the boundary with an adjacent property was not relevant and therefore it should be removed
- 15 – it was agreed that the keeping of bees option should be included
- 16.2 – it was agreed that reference to the not keeping of livestock without consent should be retained.

Resolved	282.1	Received and noted clerk report
	282.2	That the allotment tenancy agreement as provided be adopted with the removal of point 14.3 only.
	282.3	That the Tenancy Agreement and GDPR Allotment Privacy Notice be adopted without amendment

There was no item 18/283 listed on the agenda for discussion

18/284 CLERKS REPORT

Communication has been received from Troy Planning offering their services and it was agreed to consider them in the future for planning needs as appropriate.

The request from the Village Hall Committee for payment towards the additional use of the Village Hall was considered. Members felt that it was a fair request as the Council had made additional use of the facility and that the payment requested should be made

With regard to the information from ACRE about the Village of the Year Award it was agreed that it was not appropriate for the Council to get involved directly at the current time but that the communication should be passed onto the Village Plan Working Party to consider in the future.

Resolved	284.1	a) That a payment of £106 be made to the Village Hall Committee for additional use of the facilities
		b) That the communication from Troy Planning be received and noted
		c) That the communication from Peterborough City Council Mineral and Waste Plan be received and noted
		d) That the information from Northants ACRE on the Village of the Year Award be passed to the Village Plan Working Party
	284.2	That the Rolling Program be received and noted
	284.3	That the verbal update on the ICO investigation into FOI Request dated October 2017 be received and noted.

18/285 REPORTS FROM REPRESENTATIVES

Trees and Greens – it was agreed that most of this item had been covered earlier in the meeting. In respect of the complaint by the resident following the recent ivy removal in Spring Close was considered. Members felt that the timing of the work had caused the problem and that a letter should be sent apologising profusely for the additional work that had been caused by the dropping of the leaves from the severed ivy on NT1

Playing Field – Cllr Simpson stated that he had provided a presentation to the Playing Field Working Party at their first meeting on the background, history and current state of play and then left the meeting. Also, he was aware that the application to register the land had been sent into the land registry and the solicitors are awaiting a response but they would not be drawn on a completion date.

Vehicle Activation Signs – Cllrs Forman & Rawlinson reported that both are working and that the batteries were being replaced regularly and that they would remain in the current locations until requested to relocate elsewhere in the village.

A discussion was held on the location of the historical downloaded data and who was responsible for the data download now as it was supposed to be sent to the police for analysing. Also, the Speeding and Traffic Working Party required a copy for the work they were undertaking on behalf of the Council. The Chairman agreed to contact the ex-Cllr who had been responsible for this matter in the past. In considering the signs on the A43 it was agreed that no action should be taken in respect to relocating these until the data was available to review.

Village Hall - Cllr Simpson reported that he was to complete the trustee documents and attend the meeting at the end of the month

meeting at
Initials

Playing Field Working Party – Cllrs Davis, Forman & Rawlinson – Cllr Rawlinson stated that the Working Party had appointed a Chairman and Secretary and agreed its Terms of Reference at the first meeting, that the group was moving forward and the second meeting had been arranged.

Village Traffic & Speed Working Party – Cllrs Sharpe reported that the group had met but had not arranged a second meeting as they required access to the VAS data for analysis. The Chairman confirmed he would make arrangements for the data to be provided to Cllr Stokes as soon as practicable.

Village Plan Working Party – Members agreed to defer the appointment of a Councillor to join the working Party until the next meeting when there would be more Councillors in attendance to discuss

- Resolved**
- 285.1** That the Clerk write to the resident offering profuse apologies on behalf of the Council for the additional work caused by the severing of the ivy on NT1
- 285.2** That the report from Cllr Simpson be received and noted
- 285.3** That the report from Cllrs Forman and Rawlinson be received and noted
- 285.4** That it be noted that no Checkers Report had been provided due to the absence of Cllr Davies
- 285.5** That the report from Cllr Simpson be received and noted
- 285.6** a) That the report from Cllrs Forman and Rawlinson be received and noted
b) That the Terms of Reference be received and noted including the amendments highlighted within
b) That the notes of the first meeting of the Working Party be received and noted
- 285.7** a) That the report from Cllr Sharpe be received and noted
b) That the notes of the first meeting of the Working Party and the Terms of Reference be received and noted
- 285.8** That the appointment of a Cllr onto the Village Plan Working Party be deferred to the next meeting until more Cllrs were in attendance to discuss

18/286 INTERNAL AUDITORS REPORT

- Resolved** That the Internal Auditors report be received and noted and that the recommendations included be adopted for the following financial year.

18/287 ANNUAL RETURN

- Resolved**
- 287.1** That this Council formally noted its consideration and confirmation that it has maintained an adequate system of internal control throughout each financial year in accordance with Assertions 2 & 6 of the Governance statement contained in Section 4 of the Annual Return.
- 287.2** That the Annual Governance Statement for 2018/19 be approved and signed
- 287.3** That the Accounting Statements for 2018/19 be approved and signed
- 287.4** That following consideration of all the above documents, approval be given for the Annual Return to be signed by the Chairman and Locum Clerk/Responsible Financial Officer

18/288 APPOINTMENT OF INTERNAL AUDITOR FOR THE FINANCIAL YEAR 2019/20

- Resolved** That Northants Association of Local Councils be re-appointed as Internal Auditors for the Financial Year 2019/20

18/289 ORDERS FOR PAYMENT

The Locum Clerk informed Members of the difficulties in making the payments required at the current time due to the ongoing difficulties with closing the Barclay's account and moving all funds to Unity Trust. It was agreed that arrangement should be made to transfer £10,000 from the Barclays Business deposit account to the Community current account and that a cheque for the same amount be raised to pay the funds into Unity Trust.

- Resolved**
- 289.1** That the following payments be made –
- Clerking Services - £2404.86
 - Administration costs - £26.90
 - ENC bin emptying - £64.19
 - Street light energy - £245.15
 - Grass cutting - £280.00
 - Job advert – £241.20
 - Street light maintenance - £222.84

Initials

- 289.2** That the following payments made between meetings be ratified:-
- Street light energy - £249.72
 - Street light maintenance - £56.33
 - Annual cloud storage refund - £40.00
- 289.3** That the transfer of £10,000 from Barclays to Unity Trust be actioned as soon as possible

18/290 BANK RECONCILIATION

- Resolved** **290.1** That the bank reconciliation report up to 28 February 2019 be received and noted
- 290.2** That the bank reconciliation report up to 31 March 2019 be received and noted

18/291 BUDGET REPORT

- Resolved** That the budget report to the end of March be received and noted

18/291 MATTERS FOR INFORMATION

Old clerk still listed on fb

Defib training and new box for post office one to be on agenda for next meeting – first responder to arrange the training

- Resolved** **291.1** That the previous Clerk's details are listed on the Council facebook page be received, noted and amended
- 291.2** That defibrillator training for Cllrs and a new box for the post office equipment be included for consideration on the next agenda

18/292 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

18/293 CHURCHYARD GATE REPLACEMENT

The Chairman reported that he and Cllr Forman had met twice to discuss the replacement of the gates in the churchyard. Site meetings had been arranged with 2 of the contractors who had quoted for the work and both had submitted amended quotes based on the updated specification. The third contractor had not attended a site visit or submitted a new quote as the changed specification was included in their original quotation.

The amended specification agreed during the site meetings and provided to the contractors was:-

- Take down and leave on site the two existing timber field gates.
- Reuse current hinge furniture from exiting gates.
- Replace with 1no 10 ft wide and 1no 4ft wide standard timber field gate as a pair. Hung onto the existing timber gate posts. Complete with a drop bolt to the large leaf and hinges that could be padlocked and auto latch to the small leaf.
- Hang large leaf gate from eastern gate post at both the north and south entrance.
- Drill retainer holes for closed and open position at both entrances.

As the sum of approximately £4,500 of the Churchyard PWLB Loan will remain unspent following the completion of the gate replacement discussion took place on planting an additional row of lime trees along the wall of the cemetery extension to continue the existing row of mature trees in the original cemetery. Concern was raised that the space the trees would take up would reduce the amount of land available for burials in the future. Members noted that the advice received from NCALC was that there were three options available to the Council with the unspent sum –

- Keep it ringfenced for future cemetery extension improvements
- Request permission from the Secretary of State to use it for another Council project.
- Repay it to the PWLB to reduce the sum outstanding on the loan

- Resolved** **293.1** That the report be received and noted
- 293.2** That the quotation report from the Locum Clerk be received and noted
- 293.3** That A1 Fencing be appointed to replace the gates at a cost of £625 per set of gates and that the existing gates be retained by the Council

18/294 STAFFING MATTER

The report from Cllr Hanson on behalf of the Appointment Panel was received and noted and the appointment of Jenny Rice from Monday 8 April 2019 was confirmed on the SLCC/NALC Terms and Conditions of appointment.

Initials

The Locum Clerk stated that she was still to request references but would endeavour to do so as soon as possible but with the Easter holidays it would likely delay this as schools were closed.

The continued appointment of the Locum Clerk to provide support to the new Clerk was discussed. It was clarified that this support would be at the direction of the new Clerk and only for those matters she felt she required assistance or support to deal with. The Locum Clerk confirmed she would not be attending any further meetings and would only communicate with the new Clerk.

- Resolved**
- 294.1 That report be received and noted
 - 294.2 That Jenny Rice be appointed as Clerk to Easton on the Hill Parish Council from Monday 8 April on the SLCC/NALC contract of appointment on the NJC pay scale LC2 (18-23) 2019 award
 - 294.3 That the Locum Clerk be retained on an informal basis whilst the new Clerk requires support with this appointment to be at the direction of the new Clerk

18/295 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

18/296 DATE OF NEXT MEETING

The next meeting will be held on 13 May 2019

Signed:

Chairman

Date:

Initials

17 MAY 1983

FINANCE ACT 1981



This Lease

is made the 18th day of

April

One Thousand

Nine Hundred and eighty-three BETWEEN THE PARISH COUNCIL of the PARISH of EASTON-ON-THE-HILL in the County of Northampton (hereinafter called "the Landlords") of the one part and THE NORTHAMPTONSHIRE TRUST for NATURE CONSERVATION LIMITED whose registered office is at Lings House Billing Lings Northampton (hereinafter called "the Tenants") of the other part

WITNESSETH as follows : —

1. THE Landlords demise unto the Tenants ALL THAT piece of land situate at Easton-on-the-Hill aforesaid and being part Ordnance Survey Number 91 as the same is edged red on the plan marked 'A' annexed hereto TO HOLD the same unto the Tenants from the 18th day of *April* One Thousand Nine Hundred and eighty-three for the term of twenty-one years PAYING THEREFOR the annual rent of One Pound Provided Always that the Landlords may from the beginning of the eighth and/or the fifteenth year of the said term by not less than six months' notice in writing increase the said annual rent to such figure as they shall think fit and shall stipulate in the said notice and if such rent shall not be acceptable to the Tenants the Tenants may by not less than three months in writing to the Landlords determine this lease at the end of the seventh or fourteenth year of the term hereby granted such rent to be paid annually in advance clear of all deductions on the date of the commencement of this lease and each anniversary thereof.

2. THE Tenants hereby covenant with the Landlords as follows : —

- (a) To pay the reserved rent on the days and in manner aforesaid
- (b) To pay all existing and future rates taxes assessments and outgoings payable by law in respect of the demised premises either by the owner or occupier thereof
- (c) Forthwith to erect and forever thereafter maintain stock proof fences on all the boundaries of the said land with gates thereon at such points as shall be approved by the Landlords
- (d) To indemnify the Landlords against all claims or demands in respect of damage done to or sustained by the owners and occupiers of adjoining land or persons entering upon the said land whether in respect of their persons crops or property arising through the occupation of the said land by the Tenants under the terms of this

- Lease
- (e) To permit the Landlords and their agents at all reasonable times enter upon and examine the condition of the demised premises
- (f) Not to assign underlet or part with possession of the whole or any part of the said land Provided Always that the Tenants may by licence permit the grazing of the said land by sheep
- (g) Not to use the demised premises for any purpose other than as a nature reserve
- (h) To permit the residents of the Parish of Easton-on-the-Hill aforesaid access to the said land at all times subject only to such rules and regulations as are necessary for the proper conduct of the said nature reserve and which have been approved by the Landlords such approval not to be unreasonably withheld
- (i) Not to affix or exhibit or to permit or suffer to be affixed or exhibited to or upon any part of the said land any signboard advertisement or notice except such as shall be approved in writing by the Landlords or their duly authorised agents
- (j) Not to do or to permit or suffer to be done anything in or upon the said land or any part thereof which may be or become a nuisance annoyance or cause damage to the Landlords or the tenants or occupiers of other property in the neighbourhood
- (k) To pay the legal costs and disbursements incurred by the Landlords in connection with the preparation of this Lease and a counterpart thereof

3. THE Landlords hereby covenant with the Tenants that if the Tenants shall pay the rent hereby reserved and observe and perform their covenants and stipulations herein contained they shall peaceably hold and enjoy the demised premises during the said term without any interruption by the Landlords or any persons rightfully claiming under or in trust for them

4. PROVIDED ALWAYS and it is expressly agreed as follows :—

- (a) If the rent hereby reserved or any part thereof shall at any time be unpaid for twenty-one days after becoming payable (whether formally demanded or not) or if any of the covenants on the Tenants' part herein contained shall not be performed or observed or if the Tenants shall cease to operate as a trust for nature conservation then it shall be lawful for the Landlords at any time thereafter to re-enter upon the said land or any part thereof in the name of the whole and thereupon this demise shall absolutely determine but without prejudice to the right of action of the

Landlords in respect of any antecedent breach of the Tenants' covenants herein contained

- (b) Any notice requiring to be served hereunder shall be sufficiently served on the parties hereto if delivered to them by post at their last known address in Great Britain or Ireland. A notice sent by post shall be deemed to be given at the time when in due course of post it would be delivered at the address to which it is sent

IN WITNESS whereof Harold Cook and Leslie S Woodward

being the persons authorised in this behalf of the said Parish Council of the Parish of Easton-on-the-Hill ~~xxx~~ have hereunto set their hands and seals and the ~~being the persons authorised in this behalf of the~~ said Northamptonshire Trust for Nature Conservation Limited ^{has} caused its Common Seal to be affixed unto ~~set their hands and seals~~ the day and year first before-written

SIGNED SEALED and DELIVERED by the said

HAROLD COOK

in the presence of : —

Witness
Occupation

W. J. Quinlan
23 Church Street, Easton-on-the-Hill.
Solicitors Clerk.

H. Cook

SIGNED SEALED and DELIVERED by the said

LESLIE S

WOODWARD

in the presence of : —

Witness
Occupation

W. J. Quinlan
23 Church Street, Easton-on-the-Hill.
Solicitors Clerk.

L. S. Woodward

covenants herein contained

(b) Any notice requiring to be served hereunder shall

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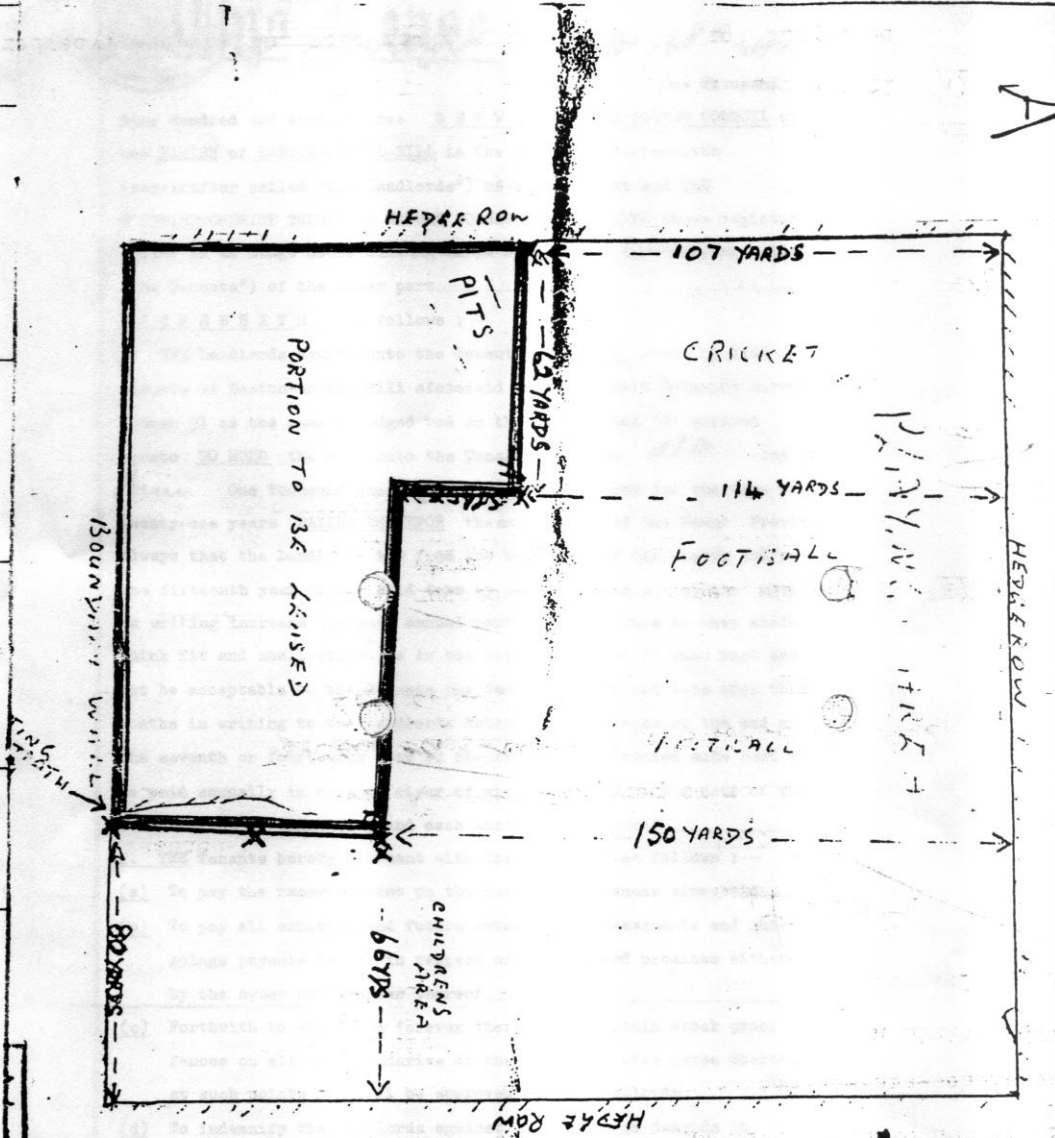
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F. SITE OF STILE
B. SITE OF KISSING GATE

Complaints Procedure

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

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

At the Meeting

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

then that officer shall also leave the room. (Both parties may be invited back if a point of clarity is necessary.)

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

After the Meeting

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

14 In the event that the complainant is not satisfied with the outcome of the meeting then they will be advised to refer the matter to the Monitoring Officer of East Northamptonshire Council.

Adopted 08 May 2017

Signed Cllr M Simpson
(Chairman)

Date 08 May 2017

Signed _____
(Clerk)

Date _____

EOTH - advice on churchyard gates matter and PWLB Loan

From: [Danny Moody <DMoody@northantscalc.com>](mailto:DMoody@northantscalc.com)

Sent: Fri, 22 Mar, 2019 at 10:47

To: clerk@eastononthehill-pc.gov.uk

[eothpc borrowing approval 09OCT13.pdf](#) (777.7 KB) [150910 PARISH GUIDANCE \(2\).pdf](#) (359.4 KB)– [Download all](#)

Dear Alison,

The critical thing is the wording of the borrowing approval. See attached the borrowing approval for EOTHPC with respect to the churchyard. The first para says the purpose for which the borrowing was approved is "*the provision of churchyard extension*".

Para 10 of the current borrowing guidance issued by MHCLG provides that "*Where a council wishes to use borrowed money for a purpose other than that specified in the borrowing approval letter, written consent to the change of use must be obtained from MHCLG, prior to committing to the expenditure. This applies to unused funds.*"

I would say then that either the unused funds should be:

1. Applied to some capital aspect of "*the provision of a churchyard extension*", or
2. Reallocated to another purpose after obtaining written consent from MHCLG, or
3. Used to pay off the outstanding loan amount.

I hope this helps but let me know if you have additional questions.

Easton on the Hill Parish Council

Hibbins Cottage, The Green, Ketton, Stamford, PE9 3RA Tel 07889 669550

Email: clerk@eastononthehill-pc.gov.uk

My understanding (I'm not a land agent, so I'm not clear on all the details) is that as a tenant we continue to manage the land in the terms of the original lease, unless either of us takes action to terminate the lease. You may not be aware, but the area forms part of a Site of Special Scientific Interest, which carries a statutory requirement for conservation management to be carried out. Since the original lease, the Wildlife Trust has been carrying out that management both on the Parish Council's field, but also across the rest of the SSSI, which is in the ownership of the Burghley Estate.

I've had a look through our paper records, and the last mention of rent being paid I can find is a £5 cheque we sent in 1998 to cover 3 years back rent, and the next two years (ie upto 2000) at the suggestion of one of your predecessors as clerk, a Mr Leach. I'll ask our Finance Manager if there's any record of a payment having been requested since then, but my suspicion is that the Council haven't requested payment since that date. I'd be quite happy to pay the arrears, if you wanted to send a letter formally requesting us to do so.

I hope that covers what you wanted, but do come back to me if you've got any other queries,

Yours sincerely,

Matt Jackson

From: clerk@eastononthehill-pc.gov.uk <clerk@eastononthehill-pc.gov.uk>

Sent: 16 May 2019 14:45

To: Matt Jackson <Matt.Jackson@wildlifebcn.org>

Subject: RE: Collyweston Nature Reserve SSSI

Hi again,

I'm looking to put this for discussion at next month's meeting and looking at the lease it ran out in 2004. I think you might allude to that - ie it has not been renewed but we carry on on the old lease terms. I'm not sure we actually receive any rent though - albeit only £1 per month peppercorn rent I guess.

Can you just confirm these things please and I can update Councillors?

Thanks

Jenny

-----Original Message-----

From: "Matt Jackson" <Matt.Jackson@wildlifebcn.org>

Sent: Tuesday, 16 April, 2019 12:14

To: "clerk@eastononthehill-pc.gov.uk" <clerk@eastononthehill-pc.gov.uk>

Subject: RE: Collyweston Nature Reserve SSSI

Dear Jenny,

Many thanks. Thanks for the contact details too - we'll change our records so we avoid contacting Dawn in the future,

Matt

From: clerk@eastononthehill-pc.gov.uk <clerk@eastononthehill-pc.gov.uk>
Sent: 16 April 2019 12:11
To: Dawn Barrett <barrettsat36@aol.com>
Cc: Matt Jackson <Matt.Jackson@wildlifebcn.org>
Subject: RE: Collyweston Nature Reserve SSSI

Dear both,

Thanks for this. I will ensure this is communicated to Councillors and discussed at our next meeting.

I will get back to you after that.

Kind regards

Jenny Rice
Parish Clerk and Responsible Financial Officer
Easton on the Hill Parish Council
Hibbins Cottage
The Green
Ketton
Stamford
PE9 3RA
Tel 07889669550

www.eastononthehill-pc.gov.uk

I am contacting you as you are in our files as the relevant contact for Easton on the Hill Parish Council - do please let me know if that's no longer the case and we will adjust our records accordingly.

I'm writing with regard to an area of Parish Council owned land, managed by the BCN Wildlife Trust, between Easton on the Hill and Collyweston. The land is a site of special scientific interest (SSSI) and forms part of the Collyweston Quarries nature reserve managed by us, the BCN Wildlife Trust. Back in 1983 the Northamptonshire Trust for Nature Conservation Limited (now BCN Wildlife Trust) agreed a 21-year long lease, at £1 per annum, with the Wildlife Trust managing the site as a nature reserve in line with the legal requirements of the SSSI designation. This specified lease term ended a while back and the arrangement has continued to date.

I have attached the old lease agreement, and also a very rough map showing the approximate boundary of the land referred to.

The BCN Wildlife Trust leases the rest of our Collyweston Quarries from the Burghley Estate, and are currently looking at signing a new 25-year agreement with them. As part of this process we wanted to see if the Parish Council would like to update our old lease agreement to run for the next 25 years on the same terms, or whether you are happy to continue on the current basis of the old agreement. We are satisfied with the present arrangement, but wanted to see if there was an opportunity of formalising that with you.

I would be most grateful to hear your thoughts on this matter.

EASTON ON THE HILL PARISH COUNCIL

Parish Office
Hibbins Cottage
The Green
Ketton
Stamford
PE9 3RA

E-mail: clerk@eastononthehill-pc.gov.uk
Tel 07889669550
Web www.eastononthehill-pc.gov.uk

Minutes of the Annual Meeting of Easton on the Hill Parish Council Held on Monday 13th May 2019 at 19.00 in the Easton on the Hill Village Hall

Present Councillors A Cutforth, J Rawlinson, J Ward, A O'Grady, P Bates, W Davies, E Hanson (Vice Chair)
Clerk J Rice
Others 29 Members of the public were in attendance.

19/01 To elect a Chairperson

Cllr Hanson acted as Chair in the current Chair's absence. She firstly asked that everyone respect each other and behave in a reasonable manner with respect and empathy. Nominations for Chairperson were invited. 2 names were put forward and a vote taken. There were equal votes for each nominee and so the casting vote was taken by the presiding Chair and Cllr M Simpson duly elected as Chairperson.

Resolved Councillor M Simpson was re-elected as Chairperson.

19/02 To elect a Vice-Chair

Nominations for Vice Chair were invited. One name was put forward and Councillor J Rawlinson elected as Vice-Chair. He then took over as Chair of this meeting.

Resolved Councillor J Rawlinson elected as Vice Chairperson and chaired this meeting

19/03 APOLOGIES FOR ABSENCE

Apologies for absence were received by Cllr Sharpe (on holiday), Cllr Simpson (work commitment), Cllr Forman (work commitment) and Cllr Stokes (personal reasons).

Resolved that the apologies for absence were noted and accepted.

19/04 DECLARATIONS OF INTEREST

Cllr Cutforth declared an interest in item 13.6b as a Village Hall Trustee

Cllr Hanson declared an interest in item 11 as an allotment holder

Cllr O'Grady declared an interest in item 11 and items 8.2 as an allotment holder and close involvement in governance issue

19/05 PUBLIC PARTICIPATION

A member of the public reported that another can of diesel had been found on the playing field. It's now been removed. Another member of public asked for help to gain support and interest by using the changing room building on the playing fields to attach an aerial and battery equipment for amateur radio enthusiasts. He was asked to contact the council via the website.

Other members of the public stated that they were encouraged at the previous meeting by the governance review progress, but were saddened to read the email reference "A 4 year review" and the report in response to this, in the information pack for this meeting. Some individual members of the public raised concerns that the same issues are still being discussed and also commented on the amount of time and money that was being spent dealing with it all, when other issues are more important. It was noted that it is an agenda item under governance and will be discussed then.

A member of public raised the fact that Cllr Stokes had possibly not attended a Council meeting in 6 months and this will be checked out as appropriate.

Cllr O'Grady asked for clarification as to how a member of public knew about the Freedom of Information case previously mentioned. It was said that this could not be looked into.

19/06 MINUTES OF THE LAST MEETING (previously circulated)

Cllr Cutforth stated that the minutes for 18/284 under Clerk report was inaccurate and that no discussion on extra payments to the village hall took place and that the May agenda should therefore be to discuss the payment. This was queried as the Clerk thought that it did get discussed. Cllr Rawlinson made observations that in item 18/285 the wording should be changed from camera. It was noted that some items were not brought forward from the last meeting onto this agenda however it was agreed that due to the possible length of this meeting, they could be carried forward to June.

Resolved that all agreed to the minutes of the last meeting subject to the necessary amendments and these minutes and other items will be C/F to the next meeting.

Initials

19/07 RAF WITTERING

Squadron Leader Knights attended the meeting and informed everyone about the invitation to the residents of Easton to the Families' day/Summer fete at RAF Wittering on 13th July 2019. Tickets will be sent at the end of May for the best distribution to the community.

Resolved That the information from Squadron Leader Knights was noted and the tickets be distributed.

19/08 GOVERNANCE MATTERS

8.1 To review and respond to the correspondence from ENC received on 8th April 2019 about introducing a 9 month report on the progress on the recommendations of the Governance report.

It was reported by the Clerk that by the time this letter had been received, and with the recent activity within the Council, it was unrealistic to expect a 9 month report, especially as it was 9 months already.

Resolved to carry this forward to the next meeting

8.2 4 year review Cllr O'Grady left the room and returned after this item.

- a) To receive and note correspondence from Cllr O'Grady to the Chair previously circulated.
- b) To receive and note report from Locum Clerk in response to above correspondence previously circulated.
- c) To consider invoking the unreasonable complainant behaviour policy

Councillors commented on the financial/staff cost to the Council all this is incurring and that this should be challenged, not the things in the report. It was said that it is time to draw a line under it as it has all been said before and it saddened some Councillors to read it. It was commented that maybe it is not Council business now but personal and maybe the Monitoring Officer could be asked to intervene and deal with it, just involving the Chair and relevant Councillor. Another suggestion was made that an early election be investigated so that the public can vote for Councillors nominated.

Resolved that the possibility of an election be investigated and reported back at the next meeting and consideration be given to using Danny Moody/Sharn Matthews for advice to individuals.

8.3 to review financial regulations, standing orders, assets register etc as per current SOs point 5j

The clerk reported that she thought this would be too big a job to do at one meeting and so it was suggested that a list be drawn up prioritising the policies etc to be reviewed and a calendar of dates to review them.

Resolved that the list of policies etc in the current SOs at point 5j be prioritised and spread over the year.

19/09 PLANNING APPLICATIONS from Planning Committee

	9.1	To note planning consent has been given for applications 19/00265LBC (34, Stamford Road) 19/00177/FUL (16, Church St) and 19/00398/FUL (4 High St) Resolved that the above was noted and it was agreed that it was useful to have planning decisions included in this part of the agenda.
	9.2	Public Consultation - Land off Stamford Road, Easton on the Hill. To note the email circulated confirming the view from the Planning Policy Officer at ENC and note comments from residents copied to the Clerk, before inviting Johnson Mowat to a future Council meeting (previously circulated) Resolved that the above was noted and that until an actual planning application was submitted nothing further would be done.
	9.3	To consider 19/00564/LBC and 19/00563/FUL to erect wooden gates across access to the rear garden of the property at 23 Church St Resolved that there were no objections to this application. A new application for The Abbey had been received but it was too late for inclusion and therefore an extension to the deadline for comments will be requested.
19/10	TREE SURVEY REPORT	
		To review the outstanding tree survey report from John Wilcockson (previously circulated) It was commented that the tree report was not necessarily needed until boundaries and ownership was clarified however it had been previously agreed to do this outstanding report. The report was considered and no action was deemed necessary. It was noted that the ivy on G1 needed removing and so a small working party would tackle that soon. Resolved that no tree work would be carried out apart from ivy removal
19/11	ALLOTMENTS	
		Cllr J Ward left the meeting at this point saying he would not return, but with no explanation Cllr Hanson and Cllr O'Grady left the meeting due to a declaration of interest and returned after
	11.1	To receive a verbal report from the Clerk on matters relating to the allotments since the last meeting The Clerk reported that all allotments had been allocated and that new tenants had been given the new agreement. A further update is covered by the Extraordinary meeting later.

Initials

	11.2	To agree a way forward on the new agreements being introduced. The Clerk noted confusion that the minutes for March said the new agreements were for 2020 but the April minutes said they had been adopted without amendment and so was seeking a way forward. It was felt that the GDPR part should be sent to all allotment holders and that only new tenants get the new agreements this year. Resolved that all existing tenants should be sent the GDPR section of the agreement.
	11.3	To consider the request for a cockerel on an allotment. This was discussed and it was agreed that it should be allowed on a trial basis subject to quarterly reviews in case of nuisance or health and safety issues. Resolved that the tenant be advised the cockerel is allowed subject to quarterly reviews.
19/12	CLERKS REPORT	
		To receive and note copies of correspondence not previously circulated and confirm those should be brought back to Council for formal consideration.
	12.1	To receive and note opportunities for community funding The Clerk informed the council of an email about community funding available. Resolved that it be given to Cllr Davies to look at for new playground equipment and circulated to all.
	12.2	To receive and note the Rolling Program (copy herewith) The Clerk reported that there had not been time to update this and it would therefore have to be carried forward. Resolved to carry this forward to the next meeting.
	12.3	To note play area inspection is due to take place in June and consider being an automatic client for regular inspections Resolved that this was noted and also that we should already be on an automatic repeat system.
	12.4	To receive and note update from the Clerk on the ICO investigation into FOI Request dated October 2017 (verbal) No further information available as update from ICO not yet given.
		The Clerk also reported a complaint that had been received that day from a member of the public regarding the content of the email titled A 4 year review indicating malpractice. The Clerk informed the meeting that they were referred to the Monitoring Officer as no complaints are dealt with for individual Councillors. The Clerk also reported that she had received another complaint of a potential breach of GDPR but that it was too late for this meeting and will be deferred to the next meeting.
19/13	REPORTS FROM REPRESENTATIVES	
	13.1	To appoint committee representatives This is to be included in the list/programme of policies to be updated and carried forward to the next meeting.
	13.2	a) Trees and Greens – Cllr Bates reported no update.
	13.3	Playing Field – Cllr Simpson To consider options for making the broken gate/entrance more secure This was discussed and it was decided that Cllr Davies will take a look and see what needs doing/can be done. Also, the Clerk reported that the Solicitors had confirmed receipt of the application for registering ownership of the playing fields land. Resolved that Cllr Davies will look at what is needed to make the gate more secure and the Clerk and Chair will visit the Solicitor.
	13.4	Vehicle Activation Devices – Cllrs Forman & Rawlinson Cllr Rawlinson reported that both devices are working ok and the batteries have been changed. Cllr Rawlinson reported that he can download the data now and ENC can give information such as 1% of main road users are speeding. Resolved that Cllr Rawlinson will circulate the latest information for discussion at the next meeting.
	13.5	Checkers Report – Cllr Davies' from last month and this month's report from Cllr I Forman. It is not certain whether Cllr Forman had done May's checks. Cllr Hanson will do June and go through the forms with new Councillors. Resolved that Cllr Hanson will do the next report with new Councillors as necessary.
	13.6	Village Hall – Cllr Simpson a) to make arrangements to check cupboard in the Village Hall for relevant Council files and ongoing storage. A discussion took place and Cllr Cutforth reported that she had a master key and that the files can remain there as it is a designated space for Parish Council. There should

Initials

		be another key and the Clerk will try to establish where it might be and go through the files if needed. Resolved that another key to the PC cupboard will be made available. b) To consider payment to village hall for meetings bi-monthly not annually The Clerk explained that the Village Hall committee had asked if the extra payments we have agreed to pay/overall payments should be billed and paid monthly or annually. Resolved that monthly bills are better for budgeting purposes and will be requested.
	13.7	Playing Field Working Party – Cllrs Davies, Forman & Rawlinson A discussion took place on whether a Trustee could be a representative from the Parish Council on the working party. It was thought that they could report back but then exclude themselves from the discussion and any decisions. Resolved that this will be considered when all working party committee members are reviewed.
		a) To receive and note Working Party meeting minutes previously circulated. Resolved that the minutes are noted.
		b) To consider Working Party issue around limiting dogs/dog poo and possibly commercial dog walkers A discussion took place around the issue of increased dog waste on the recreation ground due in part to commercial dog walkers and whether a ban should be imposed. Resolved that new signs will be put up about picking up dog waste and that in future it should be considered that the play area be fenced off. c) To consider new playground equipment as some is not up to standard The Community Funding information was given to Cllr Davies to consider. Resolved to review this after the inspection in June d) To consider request for financial help towards a questionnaire, previously circulated. The working party reported that they would like to consult residents on what they'd like to see happen with the playing fields before making any decisions. Resolved that upto £30 would be available for the WP to spend on printing costs. Proposed by Cllr Cutforth and seconded by Cllr O'Grady.
	13.8	Village Traffic & Speed Working Party – Cllrs Sharpe & Stokes This will be carried forward to the next meeting as neither were present.
	13.9	Village Plan Working Party – to nominate a Councillor to represent the Parish Council on Working Party. A discussion took place on what the group should do now and if terms of reference should be reviewed. Resolved that this will be carried forward with review of committee and group members.
19/14	ORDERS FOR PAYMENT	
	14.1 To note and agree the following payments are made:-	
	Safety tape EMS	£15
	Jobs as agreed previously EMS	£579.56
	Village hall additional lettings	£119
	NCALC membership subs	£656.36
	Mileage/travelling expenses for Clerk	£20.70
	Stationery, print cartridge for Clerk	£30
	Mileage Cllr D Sharpe	£7.20
	Tree report John Wilcockson	£465.70
	Clerking services A. Benfield	£1881.18
	To ratify payment made between meetings:-	
	New Clerk pay date changed to end of each month. Salary and HMRC until 30/4	£650.96
	Clerk's salary and HMRC payable 31/5/19	£745.76
	14.2 To note receipts of allotment rent £142.50 and Parish Precept £12500	
	14.3 To note Barclays bank account now closed and Unity Bank account operational and administrator details changed over	
	A discussion took place about the high payment to the Support Clerk and if this will continue. The Clerk reported that she was still involved in some ongoing issues but that the hours should hopefully reduce soon. Resolved that all payments agreed subject to sight of Support Clerk's timesheet.	
	BUDGET REPORT	
	To receive and note Budget Report up to 30 April 2019 and bank reconciliation previously circulated. Resolved that these were noted and no comment made.	
19/15	NOTICE BOARD	

Initials

4

		<p>To note the current use of one notice board for PC information and publications and consider purchasing a new board</p> <p>A discussion took place on the erratic use of notice boards in the village and whether a new, dedicated notice board would be better.</p> <p>Resolved that a notice be put up to say that a copy of minutes is available on the website or from the Clerk and Cllr Rawlinson will look into a new board and permission from the house whose wall is where the board is currently.</p>
19/16	EXCLUSION OF PRESS AND PUBLIC	
	<p>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</p>	
	<p>Anonymous letter. To note receipt of an anonymous letter and agree a way of dealing with them in future.</p> <p>A discussion took place on a letter that had been received recently and due to the sensitivity it was not felt necessary to reveal details. It was further reported that appropriate action had been taken on this one, however it was proposed that no action will be taken on them in future as if it was a serious matter then the author should go to the police.</p> <p>Resolved that anonymous letters to the Clerk/Council will not be acted upon.</p> <p>A discussion then took place about the extraordinary meeting planned after this meeting. There was concern raised that some details relating to a connected incident would be unnecessarily upsetting if made public. The Clerk said that a closed meeting had not been requested. It was also noted that due to as yet outstanding information regarding a possible complaint against a Councillor, little information could be discussed at this stage anyway.</p> <p>Resolved that the items be deferred to a closed session at the next council meeting.</p>	
19/18	RE-ADMITTANCE OF PRESS AND PUBLIC	
	<p>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</p>	
19/19	DATE OF NEXT MEETING	
	<p>To note that the date of the next meeting is Monday 10th June 2019</p>	

Please note, this is a public meeting and you may be filmed, recorded and published.

Signed _____ Date _____

Chairman

Initials

Parish Councillors Network and Coffee morning

From: [Sarah Clarke <Sarah.Clarke@northantsacre.org.uk>](mailto:Sarah.Clarke@northantsacre.org.uk)

Sent: Mon, 3 Jun, 2019 at 16:28

To: [Elaine O'Leary](#)

[Parish Council membership form 2019 - 2020.pdf](#) (719.2 KB)

To Chairs and Parish Councillors,

You are invited to:

Network and Coffee Morning for Parish Councillors

Date: **Monday 22nd July 2019**

10am for 10.30am to 12.30pm

Venue: Hunsbury Hill Centre, NN4 9QX

Cost: Free to NACRE members, £10 to non-members

As you may be aware, Northamptonshire ACRE works exclusively with communities in the county. Recently a number of Parish Councillors have mentioned to us that they feel it would be beneficial to have the opportunity to meet up with other councillors in an informal setting where they could discuss issues and concerns relating to their Parish.

We have decided to organise just such an event, a coffee morning where Parish Councillors can meet each other, discuss current topics of interest to their parish, share ideas and tips and hear from a guest speaker. There will also be a 'hot topic' section: this is where attendees will be invited to submit a topic prior to the meeting that they would like to discuss with the other Councillors and we will select one or two to discuss.

Refreshments will be available from 10am for a 10.30am start and the meeting will last approximately 2 hours. The coffee morning is **free** to all Parish Councils who are members of Northamptonshire ACRE (please note there is a £10 charge to non-members). Places are limited so you are advised to book early. All bookings can be made via our Eventbrite page at: <https://www.eventbrite.co.uk/e/northamptonshire-acre-parish-councillors-coffee-morning-tickets-62639711062>

If this event is something that attendees feel they would like to hold regularly, we will look to run further meetings throughout the year.

For more information about this event please email Elaine.oleary@northantsacre.org.uk or tel. 01604 825881.

For those of you who are not a member of Northamptonshire ACRE but would like to become one, I have attached a membership form, which gives more details of the services we offer.

Kind Regards

Elaine O'Leary

Chief Executive

Northamptonshire ACRE (Action with Communities in Rural England)

elaine.oleary@northantsacre.org.uk

D.D. 01604 825881

Mob. 07486 578310

Northamptonshire ACRE

Registered Charity Number 1080038

The Hunsbury Hill Centre, Harksome Hill, Northampton, NN4 9QX

Tel: 01604 765888

Website: www.northantsacre.org.uk

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Easton on the **Hill** Parish Council



PLANNING COMMITTEE TERMS OF REFERENCE

MAY 2017

Adopted on 08 May 2017 (date)

Signed Original signed (Chairman)

Date	Details of any revision

Schedule of review: May 2017

Authority

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

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

Membership

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

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

Record of Proceedings

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

Responsibilities

The committee has full delegated powers to make a Council decision regarding representations to the appropriate authorities regarding all planning applications in the Parish, unless on vote the planning committee decides that the application should be passed to full Council due to its size, controversial nature or effect on the Parish.

The Planning Committee will have the following specific duties:

- a. To consider and respond to all planning applications referred to Easton on the Hill Parish by the Planning Authority, including calling in applications to elected members where appropriate.
- b. All other planning matters concerning Easton on the Hill Parish, including liaison with potential developers or any agency proposing change to the built environment.
- c. All matters concerning the highways and other means of access in and adjacent to Helmdon Parish, or likely to have any impact on Easton on the Hill Parish.
- d. Easton on the Hill Parish environmental matters.

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.

STANDING ORDERS



1. Rules of debate at meetings

- a. Motions on the agenda shall be considered in the order that they appear unless the order is changed at the discretion of the chairman of the meeting.
- b. A motion (including an amendment) shall not be progressed unless it has been moved and seconded.
- c. A motion on the agenda that is not moved by its proposer may be treated by the chairman of the meeting as withdrawn.
- d. If a motion (including an amendment) has been seconded, it may be withdrawn by the proposer only with the consent of the seconder and the meeting.
- e. An amendment is a proposal to remove or add words to a motion. It shall not negate the motion.
- f. If an amendment to the original motion is carried, the original motion becomes the substantive motion upon which further amendment(s) may be moved.
- g. An amendment shall not be considered unless early verbal notice of it is given at the meeting and, if requested by the chairman of the meeting, is expressed in writing to the chairman.
- h. A councillor may move an amendment of his own motion is agreed by the meeting. If a motion has already been seconded, the amendment shall be with the consent of the seconder and the meeting.
- I. If there is more than one amendment to an original or substantive motion, the amendments shall be moved in the order directed by the chairman.
- j. Subject to standing order 1(k) below, only one amendment shall be moved and debated at a time, the order of which shall be directed by the chairman of the meeting.
- k. One or more amendments may be discussed together if the chairman of the meeting considers this expedient but each amendment shall be voted upon separately.
- l. A councillor may not move more than one amendment to an original or substantive motion.
- m. The mover of an amendment has not right of reply at the end of debate on it.
- n. Where a series of amendments to an original motion are carried, the mover of the original motion shall have a right of reply either at the end of debate of the first amendment or at the very end of debate on the final substantive motion immediately before it is put to the vote.
- o. Unless permitted by the chairman of the meeting, a councillor may speak once in the debate on a motion except:
 - I. To speak on an amendment moved by another councillor;
 - ii. To move or speak on another amendment if the motion has been amended since he last spoke;
 - iii. To make a point of order;
 - iv. To give a personal explanation; or
 - v. in exercise of a right of reply.

p. During the debate of a motion, a councillor may interrupt only on a point of order or a personal explanation and the councillor who was interrupted shall stop speaking. A councillor raising a point of order shall identify the standing order which he considers has been breached or specify the other irregularity in the proceedings of the meeting he is concerned by.

q. A point of order shall be decided by the chairman of the meeting and his decision shall be final.

r. When a motion is under debate, no other motion shall be moved except:

i. To amend the motion;

ii. To proceed to the next business;

iii. To adjourn the debate;

iv. To put the motion to a vote;

v. To ask a person to be no longer heard or to leave the meeting;

vi. To refer a motion to a committee or sub-committee for consideration;

vii. To exclude the public and press;

viii. To adjourn the meeting; or

ix. To suspend particular standing order(s) excepting those which reflect mandatory statutory requirements.

s. Before an original or substantive motion is put to the vote, the chairman of the meeting shall be satisfied that the motion has been sufficiently debated and that the mover of the motion under debate has exercised or waived his right of reply.

t. Excluding motions moved understanding order 1(r) above, the contributions or speeches by a councillor shall relate only to the motion under discussion and shall not exceed 3 minutes without the consent of the chairman of the meeting.

u. Meetings of the council shall be held at Easton Village Hall, New Road at 19.00 on the second Monday of the month, except August, unless the council decides at a previous meeting.

2. Disorderly conduct at meetings

a. No person shall obstruct the transaction of business at a meeting or behave offensively or improperly. If this standing order is ignored, the chairman of the meeting shall request such person(s) to moderate or improve their conduct.

b. If person(s) disregard the request of the chairman of the meeting to moderate or improve their conduct, any councillor or the chairman of the meeting may move that the person be no longer heard or excluded from the meeting. The motion, if seconded, shall be put to the vote without discussion.

c. If a resolution made under standing order 2(b) above is ignored, the chairman of the meeting may take further reasonable steps to restore order or to progress the meeting. This may include temporarily suspending or closing the meeting.

3. Meetings generally

- a. **Meetings shall not take place in premises which at the time of the meeting are used for the supply of alcohol, unless no other premises are available free of charge or at a reasonable cost.**
- b. **The minimum three clear days for notice of a meeting does not include the day on which the notice was issued, the day of the meeting, a Sunday, a day of the Christmas break, a day of the Easter break or of a bank holiday or a day appointed for public thanksgiving or mourning.**
- c. **Meetings shall be open to the public unless their presence is prejudicial to the public interest by reason of the confidential nature of the business to be transacted or for other special reasons. The public's exclusion from part or all of a meeting shall be by a resolution which shall give reasons for the public's exclusion.**
- d. Members of the public may make representations, answer questions and give evidence at a meeting which they are entitled to attend in respect of the business on the agenda.
- e. The period of time designated for public participation at a meeting in accordance with standing order 3(d) above shall not exceed 15 minutes unless directed by the chairman of the meeting.
- f. Subject to standing order 3(e) above, a member of the public shall not speak for more than 3 minutes.
- g. In accordance with standing order 3(d) above, a question shall not require a response at the meeting nor start a debate on the question. The chairman of the meeting may direct that a written or oral response be given.
- h. A person shall raise his hand when requesting to speak. The chairman of the meeting may at any time permit a person to be seated when speaking.
- i. A person who speaks at a meeting shall direct his comments to the chairman of the meeting.
- j. Only one person is permitted to speak at a time. If more than one person wants to speak, the chairman of the meeting shall direct the order of speaking.
- k. **Photographing, recording, broadcasting or transmitting the proceedings of a meeting by any means is permitted without the Council's prior written consent whilst a meeting is open to the public.**
- l. **The press shall be provided with reasonable facilities for the taking of their report of all or part of a meeting at which they are entitled to be present.**
- m. **Subject to standing orders which indicate otherwise, anything authorised or required to be done by, to or before the Chairman of the Council may in his absence be done by, to or before the Vice-Chairman of the Council (if any).**
- n. **The chairman, if present, shall preside at a meeting. If the chairman is absent from a meeting, the vice-chairman, if present, shall preside. If both the chairman and the vice-chairman are absent from a meeting, a councillor as chosen by the councillors present at the meeting shall preside at the meeting.**
- o. **Subject to a meeting being quorate, all questions at a meeting shall be decided by a majority of the councillors or councillors with voting rights present and voting.**

p. **The chairman of a meeting may give an original vote on any matter put to the vote, and in the case of an equality of votes may exercise his casting vote whether or not he gave an original vote.** *See standing orders 5(i) and (j) below for the different rules that apply in the election of the chairman of the council at the annual meeting of the council.*

q. **Unless standing orders provide otherwise, voting on a question shall be by a show of hands. At the request of a councillor, the voting on any question shall be recorded so as to show whether each councillor present and voting gave his vote for or against that question.** Such a request shall be made before moving on to the next item of business on the agenda.

r. The minutes of a meeting shall include an accurate record of the following:

i. The names of councillors present and absent;

ii. Interests that have been declared by councillors and non-councillors with voting rights;

iii. Whether a councillor or non-councillor with voting rights left the meeting when matters that they held interests in were being considered;

iv. If there was a public participation session; and

v. The resolutions made.

s. **A councillor or a non-councillor with voting rights who has a disclosable pecuniary interest or another interest as set out in the council's code of conduct in a matter being considered at a meeting is subject to statutory limitations or restrictions under the code on his right to participate and vote on that matter.**

t. **No business may be transacted at a meeting unless at least one-third of the whole number of members of the council are present and in no case shall the quorum of a meeting be less than three.** *See standing order 4d(viii) below for the quorum of a committee or sub-committee meeting.*

u. **If a meeting is or becomes inquorate no business shall be transacted** and the meeting shall be closed. The business on the agenda for the meeting shall be adjourned to another meeting.

v. A meeting shall not exceed a period of 2.5 hours.

4. Committees and sub-committees

a. **Unless the council determines otherwise, a committee may appoint a sub-committee whose terms of reference and members shall be determined by the committee.**

b. **The members of a committee may include non-councillors unless it is a committee which regulates and controls the finances of the council.**

c. **Unless the council determines otherwise, all the members of an advisory committee and a sub-committee of the advisory committee may be non-councillors.**

d. The council may appoint standing committees or other committees as may be necessary, and:

i. Shall determine their terms of reference;

ii. Shall determine the number and time of the ordinary meetings of a standing committee up until the date of the next annual meeting of full council;

- iii. Shall permit a committee, other than in respect of the ordinary meeting of a committee, to determine the number and time of its meetings;
- iv. Shall, subject to standing orders 4(b) and (c) above, appoint and determine the terms of office of members of such a committee;
- v. May, subject to standing orders 4(b) and (c) above, appoint and determine the terms of office of the substitute members to a committee whose role is to replace the ordinary members at a meeting of a committee if the ordinary members of the committee confirm to the Proper Officer 2 days before the meeting that they are unable to attend;
- vi. shall, after it has appointed the members of a standing committee, appoint the chairman of the standing committee;
- vii. Shall permit a committee other than a standing committee, to appoint its own chairman at the first meeting of the committee;
- viii. Shall determine the place, notice requirements and quorum for a meeting of a committee and sub-committee which shall be no less than three;
- ix. Shall determine if the public may participate at a meeting of a committee;
- x. Shall determine if the public and press are permitted to attend the meetings of a sub-committee and also the advance public notice requirements, if any, required for the meetings of a sub-committee;
- xi. Shall determine if the public may participate at a meeting of a sub-committee that they are permitted to attend; and
- xii. May dissolve a committee.

5. Ordinary council meetings

- a. In an election year, the annual meeting of the council shall be held on or within 14 days following the day on which the new councillors elected take office.**
- b. In a year which is not an election year, the annual meeting of a council shall be held on such day in May as the council may direct.**
- c. If no other time is fixed, the annual meeting of the council shall take place at 6pm.**
- d. In addition to the annual meeting of the council, at least three other ordinary meetings shall be held in each year on such dates and times as the council directs.**
- e. The first business conducted at the annual meeting of the council shall be the election of the chairman and vice-chairman (if any) of the council.**
- f. The chairman of the council, unless he has resigned or becomes disqualified, shall continue in office and preside at the annual meeting until his successor is elected at the next annual meeting of the council.**
- g. The vice-chairman of the council, if any, unless he resigns or becomes disqualified, shall hold office until immediately after the election of the chairman of the council at the next annual meeting of the council.**
- h. In an election year, if the current chairman of the council has not been re-elected as a member of the council, he shall preside at the meeting until a successor chairman of the council has been elected. The current chairman of the council shall not have an**

original vote in respect of the election of the new chairman of the council but must give a casting vote in the case of an equality of votes.

i. In an election year, if the current chairman of the council has been re-elected as a member of the council, he shall preside at the meeting until a new chairman of the council has been elected. He may exercise an original vote in respect of the election of the new chairman of the council and must give a casting vote in the case of an equality of votes.

j. Following the election of the chairman of the council and the vice-chairman, if any, of the council at the annual meeting of the council, the business of the annual meeting shall include:

i. In an election year, delivery by the chairman of the council and councillors of their acceptance of office forms unless the council resolves for this to be done at a later date. In a year which is not an election year, delivery by the chairman of the council of his acceptance of office form unless the council resolves for this to be done at a later date;

ii. Confirmation of the accuracy of the minutes of the last meeting of the council;

iii. Receipt of the minutes of the last meeting of a committee;

iv. Consideration of the recommendations made by a committee;

v. Review of delegation arrangements to committees, sub-committees, staff and other local authorities;

vi. Review of the terms of reference for committees;

vii. Appointment of members to existing committees;

viii. Appointment of any new committees in accordance with standing order 4 above;

ix. Review and adoption of appropriate standing orders and financial regulations;

x. Review of arrangements, including any charters and agency agreements, with other local authorities and review of contributions made to expenditure incurred by other local authorities;

xi. Review of representation on or work with external bodies and arrangements for reporting back;

xii. In an election year, to make arrangements with a view to the council becoming eligible to exercise the general power of competence in the future;

xiii. Review of inventory of land and assets including buildings and office equipment;

xiv. Confirmation of arrangements for insurance cover in respect of all insured risks;

xv. Review of the council's and/or staff subscriptions to other bodies;

xvi. Review of the council's complaints procedure;

xvii. Review of the council's procedures for handling requests made under the Freedom of Information Act 2000 and the Data Protection Act 1998;

xviii. Review of the council's policy for dealing with the press/media; and

xix. Determining the time and place of ordinary meetings of the full council up to an including the next annual meeting of full council.

6. Extraordinary meetings of the council and committees and sub-committees

- a. **The chairman of the council may convene an extraordinary meeting of the council at any time.**
- b. **If the chairman of the council does not or refuses to call an extraordinary meeting of the council within seven days of having been requested in writing to do so by two councillors, any two councillors may convene an extraordinary meeting of the council. The public notice giving the time, place and agenda for such a meeting must be signed by the two councillors.**
- c. The chairman of a committee may convene an extraordinary meeting of the committee at any time.
- d. If the chairman of a committee does not or refuses to call an extraordinary meeting within seven days of having been requested to do so by two members of the committee, and two members of the committee may convene an extraordinary meeting of a committee.

7. Previous resolutions

- a. A resolution shall not be reversed within six months except either by a special motion, which requires written notice by at least three councillors to be given to the Proper Officer in accordance with standing order 9 below, or by a motion moved in pursuance of the recommendation of a committee or a sub-committee.
- b. When a motion moved pursuant to standing order 7(a) above has been disposed of, no similar motion may be moved within a further six months.

8. Voting on appointments

- a. Where more than two persons have been nominated for a position to be filled by the council and none of those persons has received an absolute majority of votes in their favour, the name of the person having the least number of votes shall be struck off the list and a fresh vote taken. This process shall continue until a majority of votes is given in favour of one person. A tie in votes may be settled by the casting vote exercisable by the chairman of the meeting.

9. Motions for a meeting that require written notice to be given to the Proper Officer

- a. A motion shall relate to the responsibilities of the meeting which it is tabled for an in any event shall relate to the performance of the council's statutory functions, powers and obligations or an issue which specifically affects the council's area or its residents.
- b. No motion may be moved at a meeting unless it is on the agenda and the mover has given written notice of its wording to the Proper Officer at least seven clear days before the meeting. Clear days do not include the date of the notice or the day of the meeting.
- c. The Proper Officer may, before including the motion on the agenda received in accordance with standing order 9(b) above, correct obvious grammatical or typographical errors in the wording of the motion.

- d. If the Proper Officer considers the wording of a motion received in accordance with standing order 9(b) above is not clear in meaning, the motion shall be rejected until the mover of the motion resubmits it in writing to the Proper Officer so that it can be understood at least seven clear days before the meeting.
- e. If the wording or subject of a proposed motion is considered improper, the Proper Officer shall consult with the chairman of the forthcoming meeting or, as the case may be, the councillors who have convened the meeting, to consider whether the motion shall be included in the agenda or rejected.
- f. Subject to standing order 9(e) above, the decision of the Proper Officer as to whether or not to include the motion on the agenda shall be final.
- g. Motions received shall be recorded in a book for that purpose and numbered in the order that they are received.
- h. Motions rejected shall be recorded in a book for that purpose with an explanation by the Proper Officer for their rejection.

10. Motions at a meeting that do not require written notice

- a. The following motions may be moved at a meeting without written notice to the Proper Officer;
 - i. To correct an inaccuracy in the draft minutes of a meeting;
 - ii. To move to a vote;
 - iii. To defer consideration of a motion;
 - iv. To refer a motion to a particular committee or sub-committee;
 - v. To appoint a person to preside at a meeting;
 - vi. To change the order of business on the agenda;
 - vii. To proceed to the next business on the agenda;
 - viii. To require a written report;
 - ix. To appoint a committee or sub-committee and their members;
 - x. To extend the time limits for speaking;
 - xi. To exclude the press and public for a meeting in respect of confidential or sensitive information which is prejudicial to the public interest;
 - xii. To not hear further from a councillor or a member of the public;
 - xiii. To exclude a councillor or member of the public for disorderly conduct;
 - xiv. To temporarily suspend the meeting;
 - xv. To suspend a particular standing order (unless it reflects mandatory statutory requirements);
 - xvi. To adjourn the meeting; or
 - xvii. To close a meeting.

11. Handling confidential or sensitive information

- a. The agenda, papers the support the agenda and the minutes of a meeting shall not disclose or otherwise undermine confidential or sensitive information which for special reasons would not be in the public interest.
- b. Councillors and staff shall not disclose confidential or sensitive information which for special reasons would not be in the public interest.

12. Draft minutes

- a. If the draft minutes of a preceding meeting have been served on councillors with the agenda to attend the meeting at which they are due to be approved for accuracy, they shall be taken as read.
- b. There shall be no discussion about the draft minutes of a preceding meeting except in relation to their accuracy. A motion to correct an inaccuracy in the draft minutes shall be moved in accordance with standing order 10(a)(i) above.
- c. The accuracy of draft minutes, including any amendment(s) made to them, shall be confirmed by resolution and shall be signed by the chairman of the meeting and stand as an accurate record of the meeting to which the minutes relate.
- d. If the chairman of the meeting does not consider the minute to be an accurate record of the meeting to which they relate, he shall sign the minutes and include a paragraph in the following terms or to the same effect:
“The chairman of this meeting does not believe that the minutes of the meeting of the () held on [date] in respect of () were a correct record but his view was not upheld by the meeting and the minutes are confirmed as an accurate record of the proceedings.”
- e. Upon a resolution which confirms the accuracy of the minutes of a meeting, the draft minutes or recordings of the meeting for which approved minutes exist shall be destroyed.

13. Code of Conduct and dispensations *See also standing order 3(s) above*

- a. All councillors and non-councillors with voting rights shall observe the code of conduct adopted by the council.
- b. Unless he has been granted a dispensation, a councillor or non-councillor with voting rights shall withdraw from a meeting when it is considering a matter in which he has a disclosable pecuniary interest. He may return to the meeting after it has considered the matter in which he had the interest.
- c. Unless he has been granted a dispensation, a councillor or non-councillor with voting rights shall withdraw from a meeting when it is considering a matter in which he has another interest if so required by the council's code of conduct. He may return to the meeting after it has considered the matter in which he had the interest.
- d. **Dispensation requests shall be in writing and submitted to the Proper Officer** as soon as possible before the meeting, or failing that, at the start of the meeting for which the dispensation is required.
- e. A decision as to whether to grant a dispensation shall be made by the Proper Officer and that decision is final.
- f. A dispensation request shall confirm:

- i. The description and the nature of the disclosable pecuniary interest or other interest to which the request for the dispensation relates;
 - ii. Whether the dispensation is required to participate at a meeting in a discussion only or discussion and a vote;
 - iii. The date of the meeting or the period (not exceeding four years) for which the dispensation is sought; and
 - iv. An explanation as to why the dispensation is sought.
- g. Subject to standing orders 13(d) and (f) above, dispensation requests shall be considered by the Proper Officer before the meeting or, if this is not possible, at the start of the meeting for which the dispensation is required.
- h. A dispensation may be granted in accordance with standing order 13(e) above if having regard to all relevant circumstances the following applies:**
- i. Without the dispensation the number of persons prohibited from participating in the particular business would be so great a proportion of the meeting transacting the business as to impede the transaction of the business or**
 - ii. Granting the dispensation is in the interests of persons living in the council's area or**
 - iii. It is otherwise appropriate to grant a dispensation.**

14. Code of Conduct complaints

- a. Upon notification by the Borough or County Council that it is dealing with a complaint that a councillor or non-councillor with voting rights has breached the council's code of conduct, the Proper Officer shall, subject to standing order 11 above, report this to the council.
- b. Where the notification in standing order 14(a) above relates to a complaint made by the Proper Officer, the Proper Officer shall notify the chairman of the council of this fact, and the chairman shall nominate another staff member to assume the duties of the Proper Officer in relation to the complaint until it has been determined and the council has agreed what action, if any, to take in accordance with standing order 14(d) below.
- c. The council may:
 - i. Provide information or evidence where such disclosure is necessary to progress an investigation of the complaint or is required by law;
 - ii. Seek information relevant to the complaint from the person or body with statutory responsibility
- d. Upon notification by the Borough or County Council that a councillor non-councillor with voting rights has breached the council's code of conduct, the council shall consider what, if any, action to take against him. Such action excludes disqualification or suspension from office.**

15. Proper Officer

- a. The Proper Officer shall be either (i) the clerk or (ii) other staff member(s) nominated by the council to undertake the work of the Proper Officer when the Proper Officer is absent.

b. The Proper Officer shall:

i. **At least three clear days before a meeting of the council and sub-committee serve on councillors, by delivery or post at their residences, a signed summons confirming the time, place and the agenda.**

ii. **Give public notice of the time, place and agenda at least three clear days before a meeting of the council or a meeting of a committee (provided that the public notice with agenda of an extraordinary meeting of the council convened by councillors is signed by them);**

iii. Subject to standing order 9 above, include on the agenda all motions in the order received unless a councillor has given written notice at least five days before the meeting confirming his withdrawal of it;

iv. **Convene a meeting of full council for the election of a new chairman of the council, occasioned by a casual vacancy in his office;**

v. Facilitate inspection of the minute book by local government electors;

vi. **Receive and retain copies of byelaws made by other local authorities;**

vii. Retain acceptance of office forms from councillors;

viii. Retain a copy of every councillor's register of interests;

ix. Assist with responding to requests made under the Freedom of Information Act 2000 and Data Protection Act 1998, in accordance with and subject to the council's policies and procedures relating to the same;

x. Receive and send general correspondence and notices on behalf of the council except where there is a resolution to the contrary;

xi. Manage the organisation, storage of, access to and destruction of information held by the council in paper and electronic form;

xii. Arrange for legal deeds to be executed;

See also standing order 22 below

xiii. Arrange or manage the prompt authorisation, approval, and instruction regarding any payments to be made by the council in accordance with the council's financial regulations;

xiv. Record every planning application notified to the council and the council's response to the local planning authority in a book for such purpose;

xv. Refer a planning application received by the council to the [chairman or in his absence the vice-chairman of the council] OR [chairman of the planning Committee] within two working days of receipt to facilitate an extraordinary meeting if the nature of a planning application requires consideration before the next ordinary meeting of the [council] OR [committee].

xvi. Manage access to information about the council via the publication scheme.

16. Responsible Financial Officer

a. The council shall appoint appropriate staff member(s) to undertake the work of the Responsible Financial Officer when the Responsible Financial Officer is absent.

17. Accounts and accounting statements

- a. “Proper practices” in standing orders refer to the most recent version of Governance and Accountability for Local Councils – a Practitioners’ Guide (England).
- b. All payments by the council shall be authorised, approved and paid in accordance with the law, proper practices and the council’s financial regulations.
- c. The Responsible Financial Officer shall supply to each councillor as soon as practicable after 30 June, 30 September and 31 December in each year a statement to summarise:
 - i. The council’s receipts and payments for each quarter;
 - ii. The council’s aggregate receipts and payments for the year to date;
 - iii. The balances held at the end of the quarter being reportedAnd which includes a comparison with the budget for the financial year and highlights any actual or potential overspends.
- d. As soon as possible after the financial year end at 31 March, the Responsible Financial Officer shall provide:
 - i. Each councillor with a statement summarising the council’s receipts and payments for the last quarter and the year to date for information; and]
 - ii. To the full council the accounting statements for the year in the form of Section 1 of the annual return, as required by proper practices, for consideration and approval.
- e. The yearend accounting statements shall be prepared in accordance with proper practices and applying the form of accounts determined by the council (receipts and payments, or income and expenditure) for a year to 31 March. A completed draft annual return shall be presented to each councillor before the end of the following month of May. The annual return of the council, which is subject to external audit, including the annual governance statement, shall be presented to council for consideration and formal approval before 30 June.

18. Financial controls and procurement

- a. The council shall consider and approve financial regulations drawn up by the Responsible Financial Officer, which shall include detailed arrangements in respect of the following:
 - i. The keeping of accounting records and systems of internal controls;
 - ii. The assessment and management of financial risks faced by the council;
 - iii. The work of the independent internal auditor in accordance with proper practices and the receipt of regular reports from the internal auditor, which shall be required at least annually;
 - iv. The inspection and copying by councillors and local electors of the council’s accounts and/or orders of payments; and
 - v. Procurement policies (subject to standing order 18(c) below) including the setting of values for different procedures where a contract has an estimated value of less than £10,000.
- b. Financial regulations shall be reviewed regularly and at least annually for fitness of purpose.
- c. **Financial regulations shall confirm that a proposed contract for the supply of goods, materials, services and the execution of works with an estimated value in**

excess of £10,000 shall be procured on the basis of a formal tender as summarised in standing order 18(d) below.

d. Subject to additional requirements in the financial regulations of the council, the tender process for contracts for the supply of goods, materials, services or the execution of works shall include, as a minimum, the following steps:

- i. A specification for the goods, materials, services or the execution of works shall be drawn up;
 - ii. An invitation to tender shall be drawn up to confirm (i) the council's specification (ii) the time, date and address for the submission of tenders (iii) the date of the council's written response to the tender and (iv) the prohibition on prospective contractors contacting councillors or staff to encourage or support their tender outside the prescribed process;
 - iii. The invitation to tender shall be advertised in a local newspaper and in any other manner that is appropriate;
 - iv. Tenders are to be submitted in writing in a sealed envelope addressed to the Proper Officer;
 - v. Tenders shall be opened by the Proper Officer in the presence of at least one councillor after the deadline for submission of tenders has passed;
 - vi. Tenders are to be reported to and considered by the appropriate meeting of the council or a committee or sub-committee with delegated responsibility.
- e. Neither the council, nor a committee or a sub-committee with delegated responsibility for considering tenders, is bound to accept the lowest value tender.

19. Handling staff matters

a. A matter personal to a member of staff that is being considered by a meeting of council is subject to standing order 11 above.

b. Subject to the council's policy regarding absences from work, the council's most senior member of staff shall notify the chairman or, if he is not available, the vice-chairman of absence occasioned by illness or other reason and that person shall report such absence at its next meeting.

c. The chairman, or in his absence, the vice-chairman shall upon a resolution conduct a review of the performance and annual appraisal of the work of the Clerk. The reviews and appraisal shall be reported in writing and is subject to approval by resolution by the council.

d. Subject to the council's policy regarding the handling of grievance matters, the council's most senior employee shall contact the chairman or in his absence, the vice-chairman, in respect of an informal or formal grievance matter, and this matter shall be reported back and progressed by resolution of the council.

e. Subject to the council's policy regarding the handling of grievance matters, if an informal or formal grievance matter raised by the Clerk relates to the chairman or vice-chairman this shall be communicated to another member of the council, which shall be reported back and progressed by resolution of the council.

- f. Any persons responsible for all or part of the management of staff shall treat the written records of all meetings relating to their performance, capabilities, grievance or disciplinary matters as confidential and secure.
- g. The council shall keep all written records relating to employees secure. All paper records shall be secured and locked and electronic records shall be password protected and encrypted.
- h. Only persons with line management responsibilities shall have access to staff records referred to in standing orders 19(f) and (g) above if so justified.
- i. Access and means of access by keys and/or computer passwords to records of employment referred to in standing orders 19(f) and (g) above shall be provided only to the Clerk and/or the chairman of the council.

20. Requests for information

- a. Requests for information held by the council shall be handled in accordance with the council's policy in respect of handling requests under the Freedom of Information Act 2000 and the Data Protection Act 1998.
- b. Correspondence from, and notices served by, the Information Commissioner shall be referred by the Proper Officer to the chairman. The said committee shall have the power to do anything to facilitate compliance with the Freedom of Information Act 2000.

21. Relations with the press/media

- a. Requests from the press or other media for an oral or written comment or statement from the council, its councillors or staff shall be handled in accordance with the council's policy in respect of dealing with the press and/or other media.

22. Execution and sealing of legal deeds

See also standing orders 15(b)(xii) and (xvii) above.

- a. A legal deed shall not be executed on behalf of the council unless authorised by a resolution.
- b. **Subject to standing order 22(a) above, any two councillors may sign, on behalf of the council, any deed required by law and the Proper Officer shall witness their signatures.**

23. Communicating with District and County Councillors

- a. An invitation to attend a meeting of the council shall be sent, together with the agenda, to the ward councillor(s) of the Borough and County Council representing the area of the council.
- b. Unless the council determines otherwise, a copy of each letter sent to the Borough and County Council shall be sent to the ward councillor(s) representing the area of the council.

24. Restrictions on councillor activities

- a. Unless authorised by a resolution, no councillor shall:
 - i. Inspect any land and/or premises which the council has a right or duty to inspect; or

ii. Issue orders, instructions or directions.

25. Planning Applications

- a. The Clerk or nominated member shall, as soon as it is received, record the following particulars of every planning applications notified to the Council.
- The date on which it was received
 - The name of the applicant
 - The place to which it relates
 - A summary of the nature of the application
 - he application deadline date

26. Standing orders generally

- a. All or part of a standing order, except one that incorporates mandatory statutory requirements, may be suspended by resolution in relation to the consideration of an item on the agenda for a meeting.
- b. A motion to add to or vary or revoke one or more of the council’s standing orders, except one that incorporates mandatory statutory requirements, shall be proposed by a special motion, the written notice by at least three councillors to be given to the Proper Officer in accordance with standing order 9 above.
- c. The Proper Officer shall provide a copy of the council’s standing orders to a councillor as soon as possible after he has delivered his acceptance of office form.
- d. The decision of the chairman of a meeting as to the application of standing order at the meeting shall be final.

Signed	Original Signed by Chairman (Chairman)	Date	08 May 2017
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Signed	Original Signed by Clerk (Clerk)	Date	08 May 2017
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Easton on the Hill Traffic Working Group

Report from Meeting 30th May 2019, Held at the Priests House.

Present: Cllr Daphne Sharpe, Cllr Jerry Rawlinson, Chrissie Rawlinson, Tim Nicol

We reminded ourselves the title of the group is the Traffic Working Group, not the Traffic and Speeding Group.

Speeding

We reviewed the data from the VAS devices (historic and more recent) and the Police Safer Roads Team A43 data, provided by Jerry. The data we currently have does not support the perception that we have a speeding problem. In almost all cases the 85th percentile of the speed readings lies at or below the speed limits of 40mph on the A43 and 30mph in the village.

We discussed the desirability and practicality of lowering limits to 30mph on the A43 and 20mph in the village. Our consensus is that this would be a fruitless exercise. We are not aware of any casualty data that would support lowering limits (usually the key measure that highways and the Police will act upon) and in the current financial climate any approach to get things changed is likely to fall on two counts- evidence of need and financial priority. We also cannot see how any lower limits would be enforced.

Given the recent planning proposal for significant additional housing however, we may want to support any forthcoming lobby for a reduced A43 limit to make the new entry/exit safer, but will take our lead from Highways and planning experts on that. Otherwise we continue to monitor speeds and move the VAS devices but no further immediate action is recommended.

Traffic Volume

The VAS monitor data for traffic volume looks suspicious. For example 3,400 vehicle movements recoded on Church St Sunday-Friday in May, (one way). We will do a physical count alongside a data reading to validate this. *Since the meeting Jerry and Tim have tested the VAS device on Church St and discovered that it is not reading the volume of traffic accurately; it seems to be counting bicycles and may be overestimating volumes. We are in touch with the manufacturers and investigating further.*

We accept there is very little we or the PC can do to reduce traffic volumes without a “Nanny State” approach. We will however follow up on the offer of a workshop meeting with CIPS (as the major single traffic destination in the village) to discuss how they might mitigate impact of the traffic they generate THROUGHOUT the village. We will also discuss the opportunity for use of their car park for residents and visitor parking. This working party will represent the village in these discussions.

Parking

Easton was not designed to accommodate modern levels of car ownership. Neither we nor the PC have powers to impose or police parking restrictions. We consider the best way to alleviate the problems caused by parking is twofold:

1. Develop and publish a “Parking Code of Practice” for the village, from the Parish Council, based on common sense behaviour and courtesy to others, asking all villagers and visitors to be aware of the need to:
 - a. Leave enough pavement width for wheelchair/mobility scooters and buggies with accompanying toddlers to pass. We will recommend leaving a metre width or “parking at least at arm’s length from the wall”.
 - b. Leave enough road width for a Fire Engine to pass; 2.75 metres.
 - c. Use layby’s, or more distant spaces wherever possible
2. We will discuss with the owners of Easton Stores if they would support an extension to the layby in Westfields to help alleviate the immediate issues around parking outside the shop. If they are in agreement we would pursue this with the relevant authorities. Given financial constraints and the need to move a telegraph pole etc we are not hopeful of a rapid resolution.

We request that the PC endorses and supports these proposals.

the pemberton centre

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Rushden

Northamptonshire

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01933 350324

pemberton@freedom-leisure.co.uk

www.freedom-leisure.co.uk

VAT registration no: 791 1250 41

IPS registration no: 29336R

HMRC Charity no: XR74015

Dear Parish Clerk,

Freedom Leisure is the leisure provider for East Northamptonshire District Council. As part of the contract an Active Communities Team is now in place to engage with communities within the district. During the summer holidays the Active Community Team, using funding from ENC are organising and running summer activities of sport, games, art and craft using green spaces.

Two qualified coaches will run the sessions and they will have a wide range of equipment to bring with them. An example of the range of sports is kwik cricket, football, uni-hoc, tennis, giant snakes and ladders. The arts and crafts will provide participants a chance to take their creations home with them and offer balloon modelling, colleges, mask making to junk art. Both staff members will be DBS checked, be a level 2 sports coach and hold a current first aid certificate.

The sessions will be for young people aged 8 – 13 years and the sessions times 10 – 12 and 1.30 – 3.30. Participants will be charged £2 per person per session.

There is no cost to the Parish Council, but we are asking that access to nearby toilets be made available for participants for the duration of each session.

The aim is to provide each Parish, three sessions of activities for local young people to access, getting them away from electronic games and back to using their local green spaces.

If the Parish Council wish to participate in the Turn Up & Play sessions, please contact us and we'll then send you a booking form.

Yours sincerely

Johnathan & Jackie

Active Communities Team

Email: activecommeastnorthants@freedom-leisure.co.uk

Telephone: 01933 352981