



## **PLANNING COMMITTEE TERMS OF REFERENCE**

Adopted on

Signed      Original signed (Chairman)

Date	Details of any revision

Schedule of review: September 2020

# Authority

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

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

# Membership

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

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

# Responsibilities

The 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. To deal with all other planning matters concerning Easton on the Hill Parish, including liaison with potential developers or any agency proposing change to the built environment.
- c. To deal with all matters concerning the highways and other means of access in and adjacent to Easton on the Hill Parish, or likely to have any impact on Easton on the Hill Parish.
- d. To consider and respond to Easton on the Hill Parish environmental matters, in relation to planning applications and their impact on the environment.
- e. To monitor the general environment of the parish and report any potential planning breaches to the planning authorities.
- f. To attend consultations and hearings/appeals regarding planning issues or those that will impact on planning. The committee is authorised to make written representations or elect a member to attend.
- g. To consider whether a Neighbourhood Plan should be developed and to make a recommendation to the Parish Council.
- h. To attend planning training sessions as offered by the planning authority and to read all relevant documentation to ensure that the committee is aware of current legislation and regulations.

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

## Meetings/planning applications

Meetings will only take place as and when necessary to discuss a particular planning application - for example where members need to discuss more fully the Council response, or a member specifically asks for a meeting - or for another particular issue in the Committee's remit.

### **Planning applications will be forwarded from the Clerk to members, who will;**

- look at the application, study the relevant plans
- visit the site where necessary, talk to the applicant and consider any comments from members of the parish before coming to a decision, visit neighbours where appropriate
- consider whether to canvass opinion for and against applications to assist with a fair determination of applications
- ensure all relevant parties are given an adequate hearing if they request this in accordance with the Council's standing orders
- examine the development plan and impact of the application on the local area/village outlook/feel/characteristics/street scene/neighbouring properties in order to decide on their stance on the application
- put their comments in writing to the Clerk and other members
- recommend to the Parish Council how it should respond to each planning application
- ensure that any objections or recommendations are based solely on planning criteria
- Where the members feel that the deadline for comments is too soon to allow an adequate response, the Clerk will be requested to ask for an extension to the deadline.
- The Clerk will send the agreed response to the District Council.

## Record of Proceedings

Written minutes of meetings will be taken to record the Committee's decisions and will be circulated to all Councillors. The minutes will be published at [www.eastononthehillparishcouncil.com](http://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.

## **CUSTOMER SERVICES POLICY**

We are committed to providing excellent external and internal service to all our residents and between Councillors. Setting standards for correspondence and performance makes it possible for us to measure how much we are improving.

The Customer Service Standards include best practice to deliver improved services to residents and between Councillors.

### **Our promise to residents and ourselves**

#### **When anyone makes contact with us we will:**

- Be welcoming and courteous
- Be polite, fair and respectful
- Be helpful and responsive
- Provide good quality information suited to their needs
- Communicate clearly
- Advise what we can provide, who to contact and how
- Advise how to use the complaints procedure to improve our services
- Keep them informed of the actions we have taken and not make false promises
- Empathise and listen to understand their needs
- Treat all information received in the strictest of confidence.

#### **To help us achieve this we ask that residents and Councillors:**

- Are courteous and respectful towards us
- Provide accurate information when required
- Make suggestions on improving our services by using the complaints procedure
- Ask us to explain anything they are not sure of
- Advise us of any specific requirements, e.g. large print, Braille etc.

### **Customer Service Standards**

#### **When dealing with emails we will:**

- Acknowledge all external enquiries and give responses within 48 hours
- Respond to your enquiry in full within eight working days.

#### **When answering the telephone the Clerk will:**

- Aim to answer your call within five rings or twenty seconds
- Greet you politely and clearly
- Listen carefully
- Aim to return your messages within one working day.

#### **When dealing with your letters the Clerk will:**

- Reply within ten working days
- Tell you what to do if you require further assistance
- Use clear, jargon free language.

**We will keep you informed and involved by:**

- Producing information about the Council and our services that is accurate, useful and up to date
- Providing information in other languages and formats, such as large print or braille as needed

**Dealing with compliments, comments and complaints, we will:**

- Provide you with information about how to report a complaint via the complaints procedure
- Treat complaints confidentially while ensuring we are fair to everyone concerned
- Inform you how to take your complaint further if you are not satisfied with our response
- Apologise when we are at fault and do our best to put things right.

## **Eon street lights update/further work required**

Agenda 8/9/19

Hi Jenny,

Our electrician went to this and found the isolator in the column was switched off in S/L 2 Neville Day Close - so he has turned it back on again.

We have completed the installation of the new pole bracket, LED lantern and supply box (job no. 978664) to the new WPD electricity pole outside 33 Stamford Road so I will send the invoice later today.

We have also completed the installation of the 37 new 19 watt ECO LED lanterns you ordered (we actually installed 38 but there will be no extra charge) – as per the attached inventory (job no. 978640).

We came across 2 lights on the footpath from Stamford Road to The Close which were not on our original inventory so have replaced the old 35w sox lantern and 50w son lantern with new 19w ECO LED lanterns.

(I will also send the invoice for 37 new 19 watt ECO LED lanterns later today).

There is an old 35 watt sox lantern that we cannot replace at New Town (off Stamford Road) as it needs a new pole bracket and supply box (there is no means of isolation).

This old pole bracket needs replacing with a new 1 metre steel pole bracket complete with a new 19 watt ECO LED lantern controlled by an all-night photocell including a new plastic supply box and overhead electricity service.

The cost to do this would be £650 + VAT.

Please let me know if you wish to proceed and I will get this done asap.

When you contact WPD to amend your inventory with them, the UMSUG code for the new 19 watt ECO LED lanterns is 42 0019 0000 100.

Please remember to contact your energy supplier once WPD issue with a new certificate to ensure you make the energy savings.

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## **Website compliance with accessibility**

Good Morning

Apologies for the delay in sending you this information but as I am sure you are aware a lot of work has been going on in order to move forward. We know that the 23<sup>rd</sup> September is fast approaching and your website will be required to have an Accessibility Statement in order to comply to the new Guidelines. We have said that accessibility is a complex area and we still believe there are grey areas that need more detailed debate. We hope that in working with NALC some of these areas may be cleared up and more tightly defined as we move forward.

However we have always also been clear that we believed our new, fully responsive websites would only require some minor tweaking in order to match the new guidelines and we are delighted to report that following testing, as is now mandatory, we were quite right. Some slight re-programming

to your website coding will be carried out prior to the 23<sup>rd</sup> September to make sure you reach these guidelines from a technical standpoint. The main area requiring potential further work is the adding of alternative text to images and textual documents. In your statement there should be appropriate wording to cover this.

In order for you to comply to the new Accessibility Guidelines we can see two clear options:

1. You can of course complete the sample Accessibility Statement yourself and add it to your website but this will involve a reasonable level of technical understanding. <https://www.gov.uk/government/publications/sample-accessibility-statement>. You may wish to talk to us if you chose this option.
2. We will write the Accessibility Statement for your Council and place it in the footer of your website. We will offer this complete service at a very subsidised cost of £85 + VAT

Your Accessibility Statements will include appropriate sentences about work that will need to be undertaken in the future, eg. Adding alternative text for images if appropriate. You can undertake this work yourself or we can work with the council to ensure this is undertaken over the coming months at an appropriate cost.

If you want us to write and add an Accessibility Statement to your website, a response to this email by the 6<sup>th</sup> September will ensure we can write the statement for you by the 23<sup>rd</sup> September. Replies later than this will still be undertaken but we cannot guarantee your statements will be up in time for the 23<sup>rd</sup> September, though we will try.

If you want us to work with you to rectify areas of the statement that are flagged, please let us know so we can discuss the scope of work and costs with you.

If you have any questions or require further information, just give us a call.

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### **Rights of Way Improvement Plan consultation**

From: [clerk@eastononthehill-pc.gov.uk](mailto:clerk@eastononthehill-pc.gov.uk) <[clerk@eastononthehill-pc.gov.uk](mailto:clerk@eastononthehill-pc.gov.uk)>

Sent: Wed, 17 Jul, 2019 at 21:31

To: [Anne Cutforth](#), [Jerry Rawlinson](#), [Emma Hanson](#), [Daphne Sharpe](#), [Anne O'Grady](#), [Ian Forman](#), [William](#)  
[image001.jpg](#) (4.2 KB) [image004.jpg](#) (55.2 KB) [Unknown](#) (84.2 KB) – [Download all](#)

Images not displayed. [SHOW IMAGES](#) | [ALWAYS SHOW IMAGES FROM THIS SENDER](#)

All,

Please see notification of the Draft Rights of Way Improvement plan consultation and request for a Parish Path Warden. I was going to send a separate email about this despite it saying further to my email about it) runs until 9th September (the date of our next meeting)

I am sure that I could send comments after our meeting on that date, however wanted to circulate it now so that you can look and comment

I'm told that we do not have a path warden any more, but we could decide if we want to appoint one (Highways said they will be providing one next time.

Kind regards

Jenny

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

From: "Miller, Rebecca" <[RMiller@kierwsp.co.uk](mailto:RMiller@kierwsp.co.uk)>

Sent: Thursday, 27 June, 2019 12:54

To: "Miller, Rebecca" <RMiller@kierwsp.co.uk>  
Subject: Parish Path Wardens (PPW)

Good afternoon.

Following my email this morning regarding the draft Rights of Way Improvement Plan (attached) I am looking

Please would you send in details of your PPW (if you have one) including name and contact details? This will allow us to discuss how best to provide support and training.

### **AGM Bookings**

Thank you to all the people that have already booked for the **72nd Northants CALC Conference & AGM**, which will be held on Saturday 5 October 2019 at Moulton Community Centre in Moulton with business starting at 10:00 a.m. and ending at 1:00 p.m. See <https://www.northantscalc.com/uploads/2019-ncalc-agm-invitation.pdf> for all the information and booking details. The presentations this year are very relevant and interesting, so it will be worthwhile every council in the county sending at least one delegate. Oh, and there's free bacon rolls and delicious cakes too!

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To:-  
East Northants District Councillors;  
Town and Parish Clerks;  
Acting Returning Officers for Corby and Wellingborough;  
Disability Organisations in Northamptonshire

### **Review of Polling Districts, Polling Places and Polling Stations – Phase 2**

Following the launch of the polling place review in June 2019 to review Polling Districts, Polling Places and Polling Stations in the East Northamptonshire Council area, and the closing of the first phase of the review (the open consultation) on 5 August, we are now in a position to commence phase 2 of the review.

Phase 2 of the Review formally commences on Monday 2 September and will be publicised on our website on that date at <https://www.east-northamptonshire.gov.uk/pollingdistrictreview>. It provides details of comments received to date and responses to them. It also provides a summary of, and then more detailed reasoning for, specific changes proposed by the Returning Officer following a comprehensive review of the suitability of all polling places within East Northamptonshire.

**I would welcome comments, either via e-mail or by post if you prefer, the closing date for which is Friday 29 September 2019.**

Thank you for your help in this matter.

Regards,

Ben



**Ben Smith**  
**Democratic and Electoral Services Manager**  
**East Northamptonshire Council**  
**Direct Dial: 01832 742113 (extension 2113)**  
**Cedar Drive, Thrapston, Northamptonshire, NN14 4LZ**  
**[www.east-northamptonshire.gov.uk](http://www.east-northamptonshire.gov.uk)**

2018 GOVERNANCE REVIEW ACTION PLAN					RAG RATING (RED = No/Limited Progress, AMBER = Good progress but not yet completed, GREEN – Complete/close to completeion)	Update September 2019
	Recommendation	Resolution - EGM Sept 2018	Action at EGM	Action to date – February 2019		
R1	The Council should develop a comprehensive and ongoing training and development strategy.	<b>This is considered priority 1</b>	The council were given several examples of training policies and these need to be reviewed and the statement of intent adopting	In-house Cllr training event arranged for 25 Feb 2019 (training delivered by Danny Moody, CEX NCALC) <ul style="list-style-type: none"> <li>Further training to be arranged following this session once requirements established.</li> <li>Training Budget for Cllrs and Clerk included in 2019/20 Estimates.</li> </ul>	Note that Priority One but is not yet complete, although some training has taken place. The Monitoring Officer would be interested in knowing <ul style="list-style-type: none"> <li>What further training need was identified?</li> <li>When will that be carried out?</li> <li>How much is budgeted for this training for 2019/20?</li> </ul>	A full training needs analysis is being done especially now we have new Cllrs and training opportunities sought.  More training has already taken place, chairmanship and new councilors training and also Planning is booked.  This year there is £200 Clerk and £100 Cllrs in budget  More £ will be built into the budget for training for next year. New training manager in place at ENC too might help.
R2	The Council should develop an agreed understanding of the role and expectations for individual councillors when they are acting as Full Council, as committee members, as individuals and as representatives of the Council externally.		The Council felt that much of this was included in the Good Councillors Guide, but would like further guidance from NCALC	<ul style="list-style-type: none"> <li>To be included in In-house training event arranged for 25 Feb 2019</li> <li>Policy to be written and adopted by May 2019 setting out expectations.</li> </ul>	The Monitoring Officer would be interested in knowing whether the role and expectations of individual members was covered in the in 25.02.19 training? If not when will the further guidance be sought and in what form will the 'agreed understanding' be documented and when.	The role and expectations were included in February's training. Most councilors attended this. The Good Cllr Guide is still used and also reminders at meetings (learning points)  In May 2020 when all Councillors are elected, basic training will be revisited and the roles and responsibilities covered again, tailored to individual needs and experience.

R3	The Council should review its policy as to how correspondence is dealt with and responded to without absorbing the limited administrative resources available to the Council. This would include an agreed policy for dealing with persistent or vexatious correspondence.	<b>This is considered priority 1 and definitely needs to be addressed asap</b>	Councillors were given examples of correspondence and vexatious correspondence policies to review and to be adopted as soon as possible	<ul style="list-style-type: none"> <li>Unreasonable Complainant Policy &amp; Procedure adopted Jan 2019</li> <li>Customer Service Policy to be written and adopted to set out standards of responses</li> </ul>	Noted UCPP Policy adopted. The Monitoring Officer would be interested in knowing who is writing the Customer Service Policy and what is the target date for adoption?	Customer Service Policy Has been written by the clerk and is to be taken to the Sept meeting.
R4	The Council should agree how governance issues should be raised in meetings to allow reasonable discussion but also to allow other business to be transacted.	This is considered a priority 1	As from Oct 2018 the council will allocate 10 minutes at the start of the meeting to discuss any governance issues	<ul style="list-style-type: none"> <li>Adopted – regular agenda item</li> </ul>	Complete	
R5	The Council and the clerk should agree a work schedule to ensure that the clerk's limited availability is focussed and that there are realistic expectations on her time.		It was Resolved to set up a Staffing Committee to oversee all staff issues	<ul style="list-style-type: none"> <li>Staffing Cttee to be reformed now that</li> <li>all vacancies have been filled</li> <li>Member/Officer Protocol adopted at Jan 2019 meeting</li> </ul>	The Monitoring Officer would welcome confirmation that the e Staffing Committee has now been formed and a copy of the terms of reference.. She would also welcome confirmation that the work schedule for the Clerk will be in place by the time of the new Clerk.	Staffing Committee T of R to be on the September agenda, to incl discipline, appraisal, sick absence policies. Clerk to write. Unsure about need for work schedule at the present time...
R6	The Council needs to agree a member-officer protocol which would include a shared agreement as to the circumstances when members should have access to officer time and how the clerk should respond to queries from individual members.	Priority 1	To be addressed	<ul style="list-style-type: none"> <li>Member/Officer Protocol Adopted at Jan 2019 meeting</li> <li>Further work required on response times to and from Cllrs and Clerk</li> </ul>	Noted that the Protocol has been adopted. The Monitoring Officer would be interested to know when agreement is expected to be reached on response times and how it will be documented.	<p>Cllrs asked about response times and agreed that 48 hours will be the standard, to be in the Customer Service policy.</p> <p>Clerk hours/availability have been added to Email signature.</p>
R7	The Council should ensure that there is an appropriate performance appraisal framework in place for the clerk which supports development of the clerk and ensures performance is rewarded accordingly and a clear route for the clerk to raise staffing issues.		To be addressed by the new Staffing committee	<ul style="list-style-type: none"> <li>Action outstanding – to be reviewed along with Clerks role for new appointment</li> </ul>	<p>No evidence as no confirmation that Staffing Cttee has been formed.</p> <ul style="list-style-type: none"> <li>What action has been taken to secure a permanent Clerk? Lack of Staffing Committee should not have prevented this being implemented by Full Council.</li> </ul> <p>Has anything been done/reviewed in preparation for appraisal system?</p>	<p>New, permanent Clerk is In place.</p> <p>Staffing Committee and policies to address other issues.</p>

R8	All councillors should give an individual signed undertaking to treat fellow councillors and officers with respect and not to make personal attacks on individuals or their integrity. Until such respect is shown the Council cannot move forward.	It was Resolved to Reject this Proposal	It was felt that the councillors should have a specific meeting to address the issues and for each councillor to have their say. The meeting would require an independent mediator and the clerk will contact Danny Moody about this. There wasn't a unanimous vote to have a closed meeting so it was Resolved to have an open meeting but it would require 100% attendance.	Resolution at Feb 2019 meeting <ul style="list-style-type: none"> <li>That item R8 should remain as an outstanding matter and be reviewed at a future meeting following the NCALC full Council training scheduled for 25 February 2019</li> </ul>	The Monitoring Officer notes with disappointment that it has not yet proved possible to adopt this recommendation. It is hoped that the recent training will have provided the necessary context to revisit this recommendation without the need for a special meeting.	Councillors were asked again about signing a declaration (or a copy of the code of conduct as an alternative) and not all councillors felt it was necessary. All Councillors agreed they will treat others with respect and some said they felt they had already signed up to this by accepting the position as a Councillor.
R9	All councillors should undertake that, where they have concerns about the way a decision has been made or a procedure followed they should discuss this with the clerk and the clerk should be allowed to give a ruling with reasons such as a reference to existing policy or legislation as to whether or not the concern is legitimate. Where the concern is legitimate such a ruling should include the steps needed either to rectify the matter or the changes needed to prevent the matter re-occurring.		The six-month rule is already in the standing orders and needs to be followed	Resolution at Feb 2019 meeting <ul style="list-style-type: none"> <li>That the Clerk ensure an electronic copy of all up to date Policies and Procedures be available at all meetings for reference</li> <li>That all Councillor be issued with electronic copies of all up to date Policies and Procedures except Cllr Bates who should be provided with a hard copy</li> </ul>	The Monitoring Officer welcomes the resolution and suggest that the policies and procedures are added to the Council website so there is transparency for councillors and residents.	Policies and procedures have been added to the website.  Cllr Bates is given a hard copy.
R10	Where advice is needed from East Northamptonshire Council or the Northants CALC on procedural matters this should always be done through the clerk. The Monitoring Officer will continue to provide advice to individual councillors on their personal position in relation to declarations of interest but if there are concerns about the position of other councillors that advice should be asked for by, and given to, the clerk.		It was Resolved to add this statement to Standing Orders	<ul style="list-style-type: none"> <li>Action outstanding - To be included for adoption in May</li> </ul>	The Monitoring Officer notes the intention to change the Standing Orders at the Annual meeting in May. She is aware that councillors have started to informally implement this action in advance of this date.	Statement has been added to the SOs and uploaded to the website and Councillors are following this procedure..
R11	The Parish Council should consider a process for recording or filming of future meetings.		This is already in Standing Orders	<ul style="list-style-type: none"> <li>Recording of Meetings Policy to be presented for consideration</li> </ul>	The Monitoring Officer would welcome details of what additional benefit adoption of a policy would and whether a process which outlines the position	There is a policy on filming and recording of meetings on the website. It needs reviewing as dated Nov 2014 and will be reviewed in November 2019.

					for the public attending the meeting might provide a faster response.	
R12	The Parish Council should collectively agree what language is and is not appropriate in meetings and correspondence among councillors and with the clerk, how such language should be challenged in meetings and how meetings can be run more efficiently without getting bogged down in minutiae nor stifling legitimate debate.		It was Resolved to include this with R8	<ul style="list-style-type: none"> <li>The use of the term Clerk/Chairman and Cllrs within meeting has been introduced by Locum Clerk and Cllrs have adopted unofficially at the current time.</li> </ul>	The introduction of use of formal titles at Parish Council meetings is noted. However the Monitoring Officer has concerns that given that no date has yet been for implementing R* to which this is being linked.	R8 has not been implemented and is not planned to be. However, action has been taken independently in that; meetings have had preamble regarding respect and regard/empathy to others. Public are reminded about speaking contrary to the policy on speaking in public so as to avoid individual councillors being identified.
R13	The Council needs to adopt a Disciplinary and Sickness and Absence Policy for the Clerk.		To be addressed by the staffing committee	<ul style="list-style-type: none"> <li>Action outstanding - Staff handbook to be presented for consideration</li> </ul>	See response to R5. The Monitoring Officer would welcome further details of when and how this recommendation will be implemented as it is seen as an important part of the Council's duty of care to its employee.]]	Policies to be sourced by Clerk and put to the Staffing Committee, R5
R14	The Council needs to adopt a 'need to know' policy in line with legal requirements so that members are clear what information they are entitled to see.	<b>Priority 1</b>	To include with R1	<p>Resolution at Feb 2019 meeting-</p> <ul style="list-style-type: none"> <li>That further work be undertaken on the Council's governance for delegation of duties through working parties and committees</li> </ul>	The Monitoring Officer would like to know how it is planned to implement this Priority 1 action and when it will be implemented.	<p>Working parties and committees already set up.</p> <p>Once agreed, "Need to know basis" statement as below to be added to SOs. c. Some items may, if made public, or shared with all Councillors in detail, may be detrimental to an individual. If sensitive or items of a delicate nature are noted as such, Councillors will allow discretion by the Clerk not to share more information than is needed.</p> <p>Further training to be sought for new Cllrs.</p>
R15	The Council needs to adopt an agreed policy on reporting of fly-tipping.		It was Resolved to publish on the websites the policy for reporting fly tipping	<ul style="list-style-type: none"> <li>Action unknown – if adopted it is not a written policy and not advertised on the website</li> </ul>	The Monitoring Officer suggest that to speed the implementation of this recommendation the Parish Council provides a link to the ENC web-page on reporting fly-tipping which provides all necessary information.	Link included in policy. on website and notice board now.

R16	The Council needs to review its scheme of delegation to ensure it is working as efficiently as possible.		It was Resolved to include this as part of the training policy	Resolution at Feb 2019 meeting- <ul style="list-style-type: none"> <li>That further work be undertaken on the Councils governance for delegation of duties through working parties and committees</li> </ul>	The Monitoring Officer is less than clear about whtt it is considered appropriate for link this to the tytraining policy rather than to the review of Standing Orders scheduled for May	Review of SOs has been done. Review of committees and members done also. Division of work is better.
R17	The Council needs to ensure its minutes are simply a record of agreed actions and decisions in line with best practice and that those present at a meeting are clear what has been agreed.		It was Resolved that to ensure clarity the clerk will repeat back what the proposal is and what is voted on.	<ul style="list-style-type: none"> <li>Locum Clerk minutes are in preferred format. Permanent Clerk to be encouraged to continue this style of minute writing</li> </ul>	The Monitoring Officer notes the positive step change in both content of minutes and timely publication on the new Council website and would welcome confirmation that the new Clerk will continue this practice.	New Clerk continuing same minutes style, with slightly less detail.
R18	All members need to be familiar with Standing Orders and should have a pack which contains all policies, Financial Regulations and Standing Orders that they bring to each and every meeting to aid understanding and avoid confusion.		It was Resolved that all councillors bring these documents to all meetings for reference	<ul style="list-style-type: none"> <li>Action outstanding – see R9</li> </ul>	There is a conflict between tthis recommendation and the proposed solution to R9 which needs to be resolved. Unless the council meeting venue has wifi and all councillors have equipment to access electronic copies, it may be more efficient and effective to have a reference hard copy brought to all meetings by the Clerk.	<p>Hardcopy is being kept at the venue.</p> <p>Laptop has policies all saved as files so can access if needs</p>
R19	The Council needs to ensure members of the public understand their role at the meeting and how the Council works through provision of appropriate information.		Both R19 and R20 are covered in Standing Orders and the Chairman reads out the statement at the meeting and it is included in the agenda. It was Resolved that the chair can invite a member of the public to give	<ul style="list-style-type: none"> <li>Public Participation Policy adopted at Jan 2019 meeting and published on website</li> </ul>	The Monitoring Officer welcomes the implementation of this recommendations.	
R20	The '3-minute' rule in Standing Orders should be enforced and all councillors should support the chair in ensuring the meeting is run efficiently and without conflict.		Subject matter expertise if it helps with the meeting and aides with the decision making	<ul style="list-style-type: none"> <li>Recommendation adopted</li> </ul>	The Monitoring Officer welcomes the implementation of this recommendations	
R21	The Council should develop a project plan as a matter of urgency to develop proposals for the future of the playing fields to be put to the community as a whole.	Priority 1	It was Resolved that this should be done as a matter of urgency	Resolution at Feb 2019 meeting – <ul style="list-style-type: none"> <li>That a working party be formed at the APM</li> </ul>	The Monitoring Officer is disappointed that no progress will be made on this until the Annual Meetingg and would ask if Terms of Reference been drafted yet to support a May start?	Working party set up T of R done Leaflets sent to residents to ask what they want – responses being analysed

R22	The Council should develop a project plan to review implementation of the Village Plan	Priority 1	It was Resolved that this should be done as a matter of urgency	Resolution at Feb 2019 meeting – <ul style="list-style-type: none"> <li>That a working party be formed at the APM to review the implementation of the Village Plan and move it forward.</li> </ul>	The Monitoring Officer is disappointed that no progress will be made on this until the Annual Meeting and would ask if Terms of Reference been drafted yet to support a May start?	Residents and Cllrs are trying to get to get more volunteers and a date for a first meeting. Lots of advertising for new members will be done and a special event to encourage residents.
R23	The Council should ensure that the public understands the work of the Parish Council, and is engaged in agreeing proposals for the long-term future of the community		This is addressed as part of the Village Plan	Resolution at Feb 2019 meeting – <ul style="list-style-type: none"> <li>That a working party be formed at the APM to review the implementation of the Village Plan and move it forward</li> </ul>	See R22	See R22. Plan needs revisiting and reviewing at first meeting and targets set as appropriate.
R24	The Council chair and clerk should look to learn from and share best practice with outstanding local councils		It was Resolved that the Chairman and future Clerk would discuss best practice with other outstanding councils	<ul style="list-style-type: none"> <li>Locum Clerk providing best practice advice</li> </ul>	The Monitoring Officer welcomes the advice provided by the Locum Clerk and would suggest that provision is made for both the Clerk and Councillors to attend NCALC/NACL to maintain this good practice.	Clerk to start Cilca next April.  Clerk on FB network where can get lots of advice and best practice,
R25	Where Easton-on-the-Hill Parish Council needs to use external support to comply with these recommendations, they should consult with East Northamptonshire Council and the Northants CALC before agreeing such support to ensure they have considered all the options and are obtaining expert advice at value for money		It was Resolved to accept this proposal	<ul style="list-style-type: none"> <li>Action unknown</li> </ul>	The Monitoring Officer would welcome further information on what processes will be put in place to ensure this happens and by when.?	Do already consult MO and NCALC. Will continue.  Cllrs to follow Financial regs, SOs and proper procedures and get advice where best practice is not known or clear.
R26	Easton-on-the-Hill Parish Council should report on its progress in implementing this action plan to the monitoring officer of East Northamptonshire Council in 6 months and again in 12 months after the date of this report.		It was Resolved to report back to ENC Monitoring officer in 6 months and then 12 months	<ul style="list-style-type: none"> <li>This review submitted as 6-month report.</li> </ul>	The Monitoring Officer welcomes this report and notes the progress made. However, in view of the fact that work remains to be done on the Priority 1, actions it is requested that a further report be made at the end of Month 9, This should address the questions raised against each action and will form a useful baseline for completing the outstanding actions by the end of the 12 months.	9 month report not possible. Extension requested. Extension of 3 months granted by JSCC on 17/7/19.

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United Kingdom  
Debt Management  
Office

Public Works Loan Board

OFFICIAL

Eastcheap Court  
11 Philpot Lane  
London  
EC3M 8UD

T 020 7862 6610  
E [pwlb@dmo.gov.uk](mailto:pwlb@dmo.gov.uk)  
[www.dmo.gov.uk](http://www.dmo.gov.uk)

TO: EASTON ON THE HILL PARISH C (LINCS)  
FROM: PWLB Fixed Annuity  
DATE: 29 August 2019

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**Premature Repayments to be made on 02 September 2019**

Following your recent agreement to repay loans, the sum due from your authority on 02 September 2019 is as follows:

Accrued Interest	76.14
Premium/Discount	1,433.26
Principal to be repaid	8,323.98
Total to pay	<b>9,833.38</b>

This sum should be paid by CHAPS to the Board's bank account:

Sort Code 607080  
Account Number 10013288  
Account Name RBS Receipts

If you have any queries relating to this payment please contact the Board either by e-mail or telephone as shown above. The Board's staff will be pleased to supply any further information.

Natasha John-Phillip  
for Secretary

# Review of Polling Districts, Polling Places and Polling Stations

## Consultation - Phase 2

### Comments received from Phase 1 and Returning Officer's Proposals

David Oliver, Returning Officer

**Phase 2 Consultation Period: - 2<sup>nd</sup> – 29<sup>th</sup> Sept 2019**

If you have any comments or queries please contact:-

Ben Smith,  
Democratic & Electoral Services Manager,  
Cedar Drive,  
Thrapston,  
NN14 4LZ

[bsmith@east-northamptonshire.gov.uk](mailto:bsmith@east-northamptonshire.gov.uk); or  
[elections@east-northamptonshire.gov.uk](mailto:elections@east-northamptonshire.gov.uk)

## Background

The Representation of the People Act places a duty on the Council to divide the District into polling districts and to designate polling places for each district. The Council also has a duty to keep those arrangements under review.

The Electoral Administration Act 2006 (EAA 2006) introduced a duty on all local authorities in Great Britain to review their UK Parliamentary polling districts and polling places at least once every four years. The first such review had to be completed by the end of 2007.

The Council must conduct a review of the polling districts, polling places and polling stations for the Corby & East Northamptonshire and Wellingborough parliamentary constituencies that fall within the boundaries of the District of East Northamptonshire.

The Electoral Registration and Administration Act 2013 introduced a change to the timing of compulsory reviews of UK Parliamentary polling places, with a compulsory review having to be started and completed between 1 October 2013 and 31 January 2015.

Subsequent reviews must be started and completed within the period of 16 months that starts on 1 October of every fifth year after 1 October 2013. **This current review commenced on 10 June 2019 and is expected to report back to council at its meeting on 14 October 2019.**

### 1.1 How the Review is being conducted

The Council has delegated authority to conduct the review, the conduct of which is laid down by legislation. On 10 June 2019 a notice of review invited any registered elector in East Northamptonshire to make representations on the existing arrangements for polling districts, polling places and polling stations. We welcomed the views of all residents, but particularly residents with disabilities. We requested any persons or bodies making representations to, if possible, give alternative places that may be used as polling places.

This phase of the review concluded on 5 August 2019 and representations made have been assessed.

### 1.2 The role of the Electoral Commission

The Commission, while not having a direct responsibility for the review, can intervene where it considers that the reasonable requirements of electors or the needs of disabled electors have not been taken into account.

The following can 'appeal' to the Commission:

- Any parish council which falls within the constituency;
- Not less than thirty registered electors in the constituency;
- Any person who has made representations during the review;

- Any person who is not an elector in the constituency but who has sufficient interest or expertise in access to premises or facilities for disabled persons.

The Commission could direct the Council to alter any polling arrangements that arise from the review, and the Commission could make these alterations itself if the Council failed to respond within two months.

### **1.3 Our timetable for this review**

Notice of start of review – Monday 10 June 2019

Open period of consultation on current arrangements ends – 5 August 2019

***Council publishes the Returning Officer's proposals – Monday 2 September 2019***

Consultation on this proposal ends – Sunday 29 September 2019

Report to Full Council – Monday 14 October 2019

Adoption by Council – Tuesday 15 October 2019

Arrangements come into force at the publication of the next revised Register of Electors – 1 December 2019

### **1.4 Phase 2 of the Review**

This further piece of consultation sets the representations made during the open period of consultation and the Returning Officer's recommendations following consideration of these.

### **1.5 Making Comments – Phase 2**

Anyone intending to make comments is strongly urged to read the introductory comments to the Returning Officer's proposals. The Returning Officer has found that, by and large, the boundaries of our polling districts are coterminous with the existing District and parish ward boundaries. Change for change's sake should be avoided in the review because it proves disruptive to the electors and their convenience; subsequently the Returning Officer has recommended few changes.

Comments on the Returning Officer's proposals are welcomed from all residents, but particularly residents with disabilities. They are also welcomed from local political parties, district ward councillors, county councillors for East Northamptonshire divisions, Access Group, local MP's, and returning officers for parliamentary constituencies that fall within East Northamptonshire boundaries and parish councils.

Comments should be made in writing to:

Ben Smith,  
Democratic & Electoral Services Manager,  
Cedar Drive,  
Thrapston,  
NN14 4LZ

[bsmith@east-northamptonshire.gov.uk](mailto:bsmith@east-northamptonshire.gov.uk); or  
[elections@east-northamptonshire.gov.uk](mailto:elections@east-northamptonshire.gov.uk)

## 2. Comments received during Phase 1 of the Review

### District Councillor Responses

	<u>Councillor</u>	<u>Returning Officer Response</u>
2a	<p><b>Cllr Gill Mercer</b></p> <ul style="list-style-type: none"> <li>• A proposal for Rushden Sartoris Ward No.1A to be re-allocated to the Full Gospel Church, Rushden;</li> <li>• Request to consider the distance required to be travelled for Rushden Bates Ward No.3 electors and Rushden Sartoris Ward No. 2 electors to the Rushden and Higham RFC as a polling place.</li> </ul>	<ul style="list-style-type: none"> <li>• Due to county electoral divisions being separated by Rushden Sartoris Ward No. 1 and No. 1A it is not viable for these to be accommodated at the same polling place.</li> <li>• Alternative locations of South end Junior School and Rushden Primary Academy have been identified but are not proposed to be considered as polling places to avoid them having to close for polling.</li> </ul>
2b	<p><b>Cllr David Jenney</b></p> <ul style="list-style-type: none"> <li>• A proposal for Rushden Sartoris Ward No.1A to be re-allocated to the Full Gospel Church, Rushden;</li> <li>• Comments in respect of the Rushden and Higham RFC being in a position that most people have to drive to it, but noting that it has a large car park and no complaints received from residents.</li> <li>• Last time the disabled access to the Rugby Club was obstructed by the leg of a tent that they were using for events</li> <li>• Major concern is about the town centre locations and parking but the locations are well known and somehow we manage to park</li> </ul>	<p>See above.</p> <p>See above.</p> <p>Noted and to be passed on to the presiding officer/polling station inspector for checking at future elections.</p> <p>Availability of ideal polling stations in the urban centre is an ongoing difficulty, especially with the understandable move away from historically using schools as polling stations, to avoid them having to close for polling.</p>

<b>2c</b>	<b>Cllr Richard Lewis</b> <ul style="list-style-type: none"> <li>Rushden Hayden Ward No. 2 is a large ward but the polling station is virtually on the edge of the ward (Wesleyan Church in Queen St). It is also a one way street.</li> </ul>	Venues have been sought in a more central location but no appropriate alternatives have been identified.
<b>2d</b>	<b>Cllr Jake Vowles</b> <ul style="list-style-type: none"> <li>Cotterstock is easy to find, with off-road parking and disabled access</li> </ul>	Following inspection of Tansor Village Hall for appropriateness and accessibility as a polling place, there are no proposals to make any changes to this as the location for Cotterstock electors.
<b>2e</b>	<b>Cllr Pam Whiting</b> <ul style="list-style-type: none"> <li>In Higham Ferrers. The Duchy Suite and the Hensman Hall are both suitable for everyone.</li> <li>Concerns over the distance from the Higham Ferrers Working Men's Club for electors in the area of Higham Ferrers Lancaster Ward No. 1, with a proposal to consider use of Henry Chichele School as an alternative.</li> </ul>	<p>Agreed. We propose to carry on using them.</p> <p>Historically there has been a move away from using schools as polling stations, to avoid them having to close for polling. As a result it is not proposed to seek to change the current arrangements.</p>

### Parish Council Responses

<b>2f</b>	<b>Clerk to Benefield Parish Council</b> <ul style="list-style-type: none"> <li>The current polling place has a ramp for wheelchair users and is considered easy to find.</li> <li>The only building that may be suitable as a polling place would be the Cricket Club in Upper Benefield.</li> </ul>	Agreed that the current polling station is accessible and easy to find. There are no proposals to make any changes to the location.
<b>2g</b>	<b>Clerk to Deene and Deenthorpe Parish Council</b> <ul style="list-style-type: none"> <li>The current polling place is believed to be accessible and is considered easy to find.</li> <li>There is no other building</li> </ul>	Agreed that the current polling station is accessible and easy to find. There are no proposals to make any changes to the location.

	available in either Deene or Deenethorpe as an alternative.	
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### **Public Responses**

	<b><u>Member of the Public</u></b>	<b><u>Returning Officer Response</u></b>
2h	<ul style="list-style-type: none"> <li>In line with your consultation, I would like to suggest Rushden Primary Academy or Rushden &amp; Higham Rugby club instead of the Memorial Halls on Park Road. Parking at the Memorial halls is problematic, which puts many off voting in person at this polling station.</li> </ul>	To avoid school closure on polling days, the alternative use of Rushden Primary Academy is not considered viable. Furthermore, due to Rushden and Higham Rugby Club already accommodating two polling stations for polling districts within Rushden Sartoris Ward, on review the building space at the Rugby Club is not considered large enough to accommodate the third polling station that would be required.
2i	I do postal voting so have no personal input in to where polling stations are located. In principle I would think the current arrangements work well enough. However, looking a map of Raunds it would seem that another polling station somewhere in the North-Eastern part of town might be helpful to people who live that way. I don't know where said polling station might be housed however. Football club?	<p>Saxon Hall has been identified as a large and accessible polling place which is equidistant between the furthest parts south-west and north-east of the polling district.</p> <p>As a result it is not proposed to seek to change the current arrangements.</p>

### **Acting Returning Officer Responses**

Parliamentary Constituency for Wellingborough

**No comments**

Parliamentary Constituency for Corby and East Northamptonshire

**No comments**

### **3. The Returning Officer's Proposals**

#### **3.1 Introduction**

The pattern of polling districts and polling places in the District of East Northamptonshire has evolved to meet successive boundary changes to district and parish wards to divisional boundary changes and those of the two Parliamentary Constituencies, as well as to meet the convenience of electors across the district.

By and large, it ensures that electors have reasonable facilities for voting.

Furthermore, in line with the Council's policies, every attempt has been made to ensure that polling stations are accessible to electors with disabilities. This review has included a new assessment of all of the Council's 65 polling places.

#### **3.2 Legislation and Guidelines**

In accordance with the Representation of the People Act 1983, Section 18, and Electoral Commission Guidance on the Reviews of polling districts, polling places and polling stations, the Returning Officer has taken the following assumptions into account when drawing up the proposals. Comments made during phase 2 of the consultation should keep these in mind.

##### Designation of polling districts and polling places

- Each parish shall be in a separate polling district, unless special circumstances<sup>1</sup> apply;
- The council must designate a polling place for each polling district, unless the size or other circumstances of a polling district are such that the situation of the polling stations does not materially affect the convenience of the electors;
- Ideally the polling place should be in the polling district;
- The polling place must be small enough to indicate to electors in different parts of the district how they will be able to reach the polling station;
- Any polling place serving more than one polling district should only be on the basis that the combination of polling districts should not cross either district ward or county division boundaries;
- The number of electors allocated to a particular polling station should not exceed 2,500 - where the number of electors allocated to a polling place is particularly high, it needs to be able to accommodate multiple polling stations.
- Polling district boundaries should be coterminous with existing parish ward, district ward, county division and parliamentary constituency boundaries.

##### Accessibility

- The council must seek to ensure that all electors have such reasonable facilities for voting as are practicable in the circumstances;
- The council must seek to ensure that, so far as is reasonable and practicable, every polling place is accessible to electors with disabilities;

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<sup>1</sup> Special circumstances could arise if, for example, the parish/community has only a small number of electors and it is not practicable for the parish/community to be its own polling district.



### Other

- On average a polling station costs up to £1,500 to hire, equip and staff for polling day, therefore those polling places currently accommodating 150 electors or fewer should be reviewed for ongoing viability.
- The proposals have been mindful of further development in the district as identified in the Local Plan. The Local Plan Part 2 2011-2031 for East Northamptonshire is currently in development and it is envisaged that its results should be reviewed following merger of existing councils into a North Northamptonshire unitary authority.

## **3.3 Glossary**

County Divisions – the division of the County into areas for the purpose of electing councillors to represent its different parts. The district of East Northamptonshire is divided into **7** County Divisions, but the Divisions are **not** the subject of this review.

Boundary reviews – the reviews of the boundaries of parishes, district or parliamentary constituencies. Boundary reviews are **not** part of this review.

Electoral arrangements – the allocation of councillors to a council and the division of a parish or district into wards with the allocation of councillors to wards. The electoral arrangements of the parishes and of the district are **not** the subject of this review.

Parish wards – the division of a parish into areas for the purpose of electing councillors to represent the different parts of the same parish. The parish wards are **not** the subject of this review.

Polling arrangements – the provision of reasonable and convenient facilities for the electors to cast their votes by the division of a constituency into polling districts with polling places and polling stations.

Polling district – an area in the constituency for which the electors vote together at the same polling place.

Polling district letters – letters that distinguish the polling district and that, together with the elector's number from the register of electors for that district, make up the elector's distinctive and unique electoral registration number. The polling district letters in the part of Corby & East Northamptonshire and Wellingborough parliamentary constituencies that fall within East Northamptonshire boundaries currently have district letters ranging from RA through to US.

Polling place – a readily identifiable place within the polling district to which the electors will go to vote.

Polling station – the building or part of a building at the polling place, which will serve as the venue for the poll; the extent of the polling station will depend upon local circumstances.

### 3.4 Summary of Proposed Changes

	Ward	Polling District/s Affected	Proposal
1.	Barnwell	Clopton	The polling place for Clopton be re-designated to Titchmarsh Village Hall.
2.	Barnwell	Hemington and Luddington	The polling place for Hemington and Luddington be re-designated to Thurning Village Hall.
3.	Barnwell	Lilford-Cum-Wigsthorpe, Thorpe Achurch	The polling place for Lilford-Cum-Wigsthorpe and Thorpe Achurch be re-designated to Aldwinckle Village Hall.
4.	Kings Forest	Blatherwycke and Bulwick	The polling place for Blatherwycke and Bulwick be re-designated to Kings Cliffe Village Hall.
5.	Lower Nene	Polebrook	The polling place for Polebrook be re-designated to The Kings Arms, Polebrook ( <i>subject to its availability as a potential new venue</i> ).
6.	Lyvedon	Lowick (Slipton Ward)	The polling place for Lowick be re-designated to the Germain Rooms, Lowick.
7.	Prebendal	Southwick, Fotheringhay	The polling place for Southwick and Fotheringhay be re-designated to Woodnewton Village Hall.
8.	Due to changes in local governance in Northamptonshire this review of Polling District and Places also proposes changes to the current polling district codes, so as to prevent administrative issues for the future. The suggested changes are to simply insert an 'E' into Districts which do not currently have an 'E' prefix (so 'RA' would become 'ERA', 'RB' would become 'ERB' and so forth.)		

### **3.5 Existing polling district, polling places and polling stations and the returning officers detailed proposals**

Each Ward is dealt with separately. The tables on the following pages show the existing polling arrangements in each division:-

- The existing polling district identifier letters;
- The polling place for the parish or parish ward
- The polling station at that place
- The number of electors on 1 August 2019 (the date of the last updated register)
- Disabled access, including where this is achieved by the use of a temporary ramp.

**and:-**

- **The proposed new polling district identifier letters;**
- **The returning officer's detailed proposals and responses to phase 1 consultation feedback.**

## Barnwell Ward

Polling District Identifier/s	New Polling District Identifier/s	Polling District/s	Polling Place	Number of Electors	Disabled Access
RC	ERC	Aldwinckle	Aldwinckle Village Hall	268	Yes
RF	ERF	Barnwell	Barnwell Village Hall	327	Yes
RM	ERM	Clopton	Mandate House, Clopton	118	Access restricted & requires ramp
RZ SN	ERZ ESN	Hemington, Luddington	Hemington Village Hall	125	Yes
SK UF	ESK EUF	Lilford-Cum-Wigsthorpe, Thorpe Achurch	St John the Baptist Church, Thorpe Achurch	226	Yes, but restricted facilities
UK	EUK	Thurning	Thurning Village Hall	85	Yes
UL	EUL	Titchmarsh	Titchmarsh Village Hall	492	Yes

### **The Returning Officer's Proposal**

**1. That new polling district identifiers, as shown above, be allocated for each of the polling districts within Barnwell Ward;**

**2. The polling place for the polling district of Clopton be re-designated to Titchmarsh Village Hall.**

This is due to restricted accessibility to the existing building and that, at the time of writing, the building is up for sale, bringing its viability as an ongoing venue into question.

**3. The polling place for the polling district of Hemington and Luddington be re-designated to Thurning Village Hall.**

Due to the extremely small number of electors accommodated at Thurning, having it as a single polling place is a disproportionate cost to the taxpayer, compared with polling places that accommodate a far higher numbers of electors.

We believe that it is sufficiently close geographically for a shared polling place with neighbouring Hemington and Luddington and that this would not materially affect the convenience of electors. Although Luddington would act as a central location for a polling place, there are no potential venues in Luddington. Of the two available polling place locations, Thurning has a bigger building to accommodate a higher volume of electors and is considered to have better parking facilities than Hemington Village Hall.

**4. The polling place for the polling districts of Lilford-Cum-Wigsthorpe and Thorpe Achurch be re-designated to Aldwinckle Village Hall.**

The facilities available at St John the Baptist Church at Thorpe Achurch are extremely limited, with no rest facilities or kitchen available for polling station staff. We believe it is sufficiently close geographically for a shared polling place with neighbouring Aldwinckle Village Hall and that this would not materially affect the convenience of electors. Aldwinckle Village Hall is also considered of sufficient size to accommodate a second polling station should contested parish elections take place.

**No other changes proposed.**

### **Fineshade Ward**

<b>Polling District Identifier/s</b>	<b>New Polling District Identifier/s</b>	<b>Polling District/s</b>	<b>Polling Place</b>	<b>Number of Electors</b>	<b>Disabled Access</b>
RN	ERN	Collyweston	Collyweston Village Hall	<b>416</b>	<b>Yes</b>
RS RU UO	ERS ERU EUO	Duddington Fineshade Wakerley	Duddington Village Hall	<b>211</b>	<b>Yes</b>
RY	ERY	Harringworth	Harringworth Village Hall	<b>206</b>	<b>Yes</b>
RT	ERT	Easton-on-the-Hill	Easton-on-the-Hill Village Hall	<b>890</b>	<b>Yes</b>

#### **The Returning Officer's Proposal**

**5. That new polling district identifiers, as shown above, be allocated for each of the polling districts within the area of Fineshade Ward;**

**No other changes proposed.**

### **Higham Ferrers Chichele Ward**

<b>Polling District Identifier/s</b>	<b>New Polling District Identifier/s</b>	<b>Polling District/s</b>	<b>Polling Place</b>	<b>Number of Electors</b>	<b>Disabled Access</b>
SA	ESA	Higham Ferrers Chichele Ward	The Community Hall (Duchy Suite)	<b>3286</b>	<b>Yes</b>

#### **The Returning Officer's Proposal**

**6. That a new polling district identifier, as shown above, be allocated for the polling district within the area of Higham Ferrers Chichele Ward;**

**No other changes proposed.**

### Higham Ferrers Lancaster Ward

Polling District Identifier/s	New Polling District Identifier/s	Polling District/s	Polling Place	Number of Electors	Disabled Access
SB	ESB	Higham Ferrers Lancaster Ward No. 1	Higham Ferrers Working Men's Club	1437	Yes
SC	ESC	Higham Ferrers Lancaster Ward No. 2	Hensman Hall	1855	Yes
RL	ERL	Chelveston-Cum-Caldecott	Chelveston Village Hall	458	Yes
SQ	ESQ	Newton Bromswold	Newton Bromswold Memorial Hall	58	Yes

#### **The Returning Officer's Proposal**

**7. That new polling district identifiers, as shown above, be allocated for the polling districts within the area of Higham Ferrers Lancaster Ward;**

**No other changes proposed.**

#### **Note**

Due to the low number of electors accommodated at Newton Bromswold Memorial Hall, consideration was given to re-designating its polling place. However because Newton Bromswold falls within different ward and county division boundaries to that of its closest alternative polling places, it is not considered appropriate to re-designate its electors to Chelveston Village Hall or Higham Ferrers Working Men's Club.

### Irthlingborough John Pyel Ward

Polling District Identifier/s	New Polling District Identifier/s	Polling District/s	Polling Place	Number of Electors	Disabled Access
SD	ESD	Irthlingborough John Pyel Ward	College Street Centre	3420	Yes

#### **The Returning Officer's Proposal**

**8. That a new polling district identifier, as shown above, be allocated for the polling district within the area of Irthlingborough John Pyel;**

**No other changes proposed.**

### Irthlingborough Waterloo Ward

Polling District Identifier/s	New Polling District Identifier/s	Polling District/s	Polling Place	Number of Electors	Disabled Access
SF	ESF	Irthlingborough Waterloo Ward No. 1	The Albert Underwood Room	2518	Yes
SG	ESG	Irthlingborough Waterloo Ward No. 2	Crow Hill Community Centre	884	Yes
<b><u>The Returning Officer's Proposal</u></b>					
<p><b>9. That new polling district identifiers, as shown above, be allocated for the polling districts within the area of Irthlingborough Waterloo Ward;</b></p> <p><b>No other changes proposed.</b></p>					

### Kings Forest Ward

Polling District Identifier/s	New Polling District Identifier/s	Polling District/s	Polling Place	Number of Electors	Disabled Access
RH RK	ERH ERK	Blatherwycke Bulwick	Bulwick Village Centre	182	Partial, but restricted and requiring ramp
RP RQ	ERP ERQ	Deene Deenethorpe	Deene Village Hall	167	Yes
RD SI	ERD ESI	Apethorpe Kings Cliffe	Kings Cliffe Village Hall	1293	Yes
SJ	ESJ	Laxton	Laxton Village Hall	151	Yes
<b><u>The Returning Officer's Proposal</u></b>					
<p><b>10. That new polling district identifiers, as shown above, be allocated for the polling districts within the area of Kings Forest Ward;</b></p> <p><b>11. The polling place for the polling districts of Blatherwycke and Bulwick be re-designated to Kings Cliffe Village Hall.</b></p> <p>Bulwick Village Centre which currently serves as polling place for Blatherwycke and Bulwick is not DDA compliant, with general access not facing the highway and only via a narrow path to the building, requiring the use of steps to get inside. It is also a relatively small venue. We believe it is sufficiently close geographically for a shared polling place with neighbouring Kings Cliffe Village Hall and that this would not materially affect the convenience of electors.</p>					

Kings Cliffe Village Hall is also considered of sufficient size to accommodate a second polling station should contested parish elections take place.

### Lower Nene Ward

Polling District Identifier/s	New Polling District Identifier/s	Polling District/s	Polling Place	Number of Electors	Disabled Access
RE	ERE	Ashton	The Chequered Skipper	167	Yes
RO UE	ERO EUE	Cotterstock Tansor	Tansor Village Hall	285	Yes
SO	ESO	Lutton	Lutton Village Hall	124	Yes
SU	ESU	Polebrook	Polebrook Village Hall	373	Accessible only via fire door which backs on to gravel driveway on private land, with right of access not known.
UP	EUP	Warmington	Warmington Village Hall	796	Yes

#### **The Returning Officer's Proposal**

**12. That new polling district identifiers, as shown above, be allocated for the polling districts within the area of Lower Nene Ward;**

**13. The polling place for the polling district of Polebrook be re-designated to The Kings Arms, Polebrook (*subject to its availability as a potential new venue*).**

Due to accessibility issues, with the fire door (which is the only disabled/level access) backing onto a gravel driveway and private land, it is proposed to redesignate the polling place for Polebrook to The Kings Arms, Polebrook.

#### **Note**

*Due to the low number of electors accommodated at the polling place for Lutton, consideration was given to re-designating that polling place to Polebrook Village Hall. However, due to the accessibility issues at that venue it is not considered viable.*



## Lyveden Ward

Polling District Identifier/s	New Polling District Identifier/s	Polling District/s	Polling Place	Number of Electors	Disabled Access
RJ	ERJ	Brigstock	Brigstock Village Hall	1108	Yes
SL	ESL	Lowick (Lowick Ward)	Germain Rooms, Lowick	158	Yes
SM	ESM	Lowick (Slipton Ward)	Room at Bakehouse Cottage, Slipton	67	No
UD	EUD	Sudborough	Sudborough Village Hall	174	Yes
UM	EUM	Twywell	MacQueen House Twywell	170	Yes

### The Returning Officer's Proposal

**14. That new polling district identifiers, as shown above, be allocated for the polling districts within the area of Lyvedon Ward;**

**15. The polling place for the polling district of Lowick (Slipton Ward) be re-designated to the Germain Rooms, Lowick.**

Due to the room at Bakehouse Cottage no longer being available for use and no other suitable venue available in the area, combined with the small number of electors affected, it is proposed to re-designate to the Germain Rooms, Lowick. Due to being a warded parish, an internal ramp will need to be provided to ensure accessibility to the second of two rooms available to act as polling stations.

## Oundle Ward

Polling District Identifier/s	New Polling District Identifier/s	Polling District/s	Polling Place	Number of Electors	Disabled Access
RG	ERG	Benefield	Benefield Village Hall	316	Yes
ST UC UN	EST EUC EUN	Pilton Stoke Doyle Wadenhoe	Wadenhoe Recreation Hall	204	Yes
SR	ESR	Oundle No. 1	Fletton House, Oundle	1489	Yes
SS	ESS	Oundle No. 2	Joan Strong Centre, Oundle	2792	Yes

### The Returning Officer's Proposal

**16. That new polling district identifiers, as shown above, be allocated for the polling districts within the area of Oundle Ward;**

**No further changes proposed.**

## Prebendal Ward

Polling District Identifier/s	New Polling District Identifier/s	Polling District/s	Polling Place	Number of Electors	Disabled Access
RV	ERV	Fotheringhay	Fotheringhay Village Hall	104	Yes
RW	ERW	Glaphorn	Glaphorn Village Hall	240	Yes
SP	ESP	Nassington	Nassington Village Hall	681	Yes
UA	EUA	Southwick	Southwick Village Hall	129	Yes
UR	EUR	Woodnewton	Woodnewton Village Hall	363	Yes
US	EUS	Yarwell	Yarwell Village Hall	356	Yes

### The Returning Officer's Proposal

**17. That new polling district identifiers, as shown above, be allocated for the polling districts within the area of Prebendal Ward;**

**18. The polling place for the polling districts of Fotheringhay and Southwick be re-designated to Woodnewton Village Hall.**

Due to the extremely small number of electors accommodated at Fotheringhay and Southwick, having them as a single polling place is a disproportionate cost to the taxpayer, compared with polling places that accommodate a far higher numbers of electors.

We believe that it is sufficiently close geographically for a shared polling place with neighbouring Woodnewton Village Hall and that this would not materially affect the convenience of electors. Woodnewton Village Hall is also a relatively large venue capable of more than one polling station should there be contested parish elections.

**No further changes proposed**

## Raunds Saxon Ward

Polling District Identifier/s	New Polling District Identifier/s	Polling District/s	Polling Place	Number of Electors	Disabled Access
SW	ESW	Raunds Windmill Ward	The Large Hall, Raunds Windmill School	3454	Yes

### The Returning Officer's Proposal

**19. That new polling district identifiers, as shown above, be allocated for the polling districts within the area of Raunds Saxon Ward;**

**No further changes proposed**

### Raunds Windmill Ward

<b>Polling District Identifier/s</b>	<b>New Polling District Identifier/s</b>	<b>Polling District/s</b>	<b>Polling Place</b>	<b>Number of Electors</b>	<b>Disabled Access</b>
SV	ESV	Raunds Saxon Ward	Saxon Hall, Raunds	3921	Yes
<b><u>The Returning Officer's Proposal</u></b>					
<p><b>20. That new polling district identifiers, as shown above, be allocated for the polling districts within the area of Raunds Windmill Ward;</b></p> <p><b>No further changes proposed</b></p>					

### Rushden Bates Ward

<b>Polling District Identifier/s</b>	<b>New Polling District Identifier/s</b>	<b>Polling District/s</b>	<b>Polling Place</b>	<b>Number of Electors</b>	<b>Disabled Access</b>
TA	ETA	Rushden Bates Ward No. 1 Rushden Bates Ward No. 2	Heritage Chapel & Halls, Rushden	3123	Yes
TB	ETB				
TC	ETC	Rushden Bates Ward No. 3	Rushden & Higham RFC	735	Yes
<b><u>The Returning Officer's Proposal</u></b>					
<p><b>21. That new polling district identifiers, as shown above, be allocated for the polling districts within the area of Rushden Bates Ward;</b></p> <p><b>No further changes proposed</b></p>					

## Rushden Hayden Ward

Polling District Identifier/s	New Polling District Identifier/s	Polling District/s	Polling Place	Number of Electors	Disabled Access
TD	ETD	Rushden Hayden Ward No. 1	St Peter's Church Hall, Rushden	773	Yes
TD1	ETD1	Rushden Hayden Ward No. 1A	Independent Wesleyan Church Hall, Rushden	3107	Yes
TE	ETE	Rushden Hayden Ward No. 2			
TF	ETF	Rushden Hayden Ward No. 3	AFC Rushden & Diamonds CBS (formerly Rushden & Higham United Football Club)	2369	Yes
<b><u>The Returning Officer's Proposal</u></b>					
<b>22. That new polling district identifiers, as shown above, be allocated for the polling districts within the area of Rushden Hayden Ward;</b>  <b>No further changes proposed</b>					

## Rushden Pemberton Ward

Polling District Identifier/s	New Polling District Identifier/s	Polling District/s	Polling Place	Number of Electors	Disabled Access
TH	ETH	Rushden Pemberton Ward No. 1	Highfield Community Baptist Church Hall, Rushden	3313	Yes
TJ	ETJ	Rushden Pemberton Ward No. 2	Whitefriars Church (The Bridge), Rushden	1742	Yes
TK	ETK	Rushden Pemberton Ward No. 3			
<b><u>The Returning Officer's Proposal</u></b>					
<b>23. That new polling district identifiers, as shown above, be allocated for the polling districts within the area of Rushden Pemberton Ward;</b>  <b>No further changes proposed</b>					

### Rushden Sartoris Ward

<b>Polling District Identifier/s</b>	<b>New Polling District Identifier/s</b>	<b>Polling District/s</b>	<b>Polling Place</b>	<b>Number of Electors</b>	<b>Disabled Access</b>
TL	ETL	Rushden Sartoris Ward No. 1	Full Gospel Church, Rushden	1319	Yes
TL1 TM	ETL1 ETM	Rushden Sartoris Ward No. 1A Rushden Sartoris Ward No. 2	Rushden & Higham RFC	2133	Yes
<b><u>The Returning Officer's Proposal</u></b>					
<p><b>24. That new polling district identifiers, as shown above, be allocated for the polling districts within the area of Rushden Sartoris Ward;</b></p> <p><b>No further changes proposed</b></p>					

### Rushden Spencer Ward

<b>Polling District Identifier/s</b>	<b>New Polling District Identifier/s</b>	<b>Polling District/s</b>	<b>Polling Place</b>	<b>Number of Electors</b>	<b>Disabled Access</b>
TH TO TP	ETH ETO ETP	Rushden Spencer Ward No. 1 Rushden Spencer Ward No. 2	Highfield Community Baptist Church Hall, Rushden	2342	Yes
TQ	ETQ	Rushden Spencer Ward No. 3	Rushden Town Bowls Club	2669	Yes
<b><u>The Returning Officer's Proposal</u></b>					
<p><b>25. That new polling district identifiers, as shown above, be allocated for the polling districts within the area of Rushden Spencer Ward;</b></p> <p><b>No further changes proposed</b></p>					

### Stanwick Ward

Polling District Identifier/s	New Polling District Identifier/s	Polling District/s	Polling Place	Number of Electors	Disabled Access
RX	ERX	Hargrave	Hargrave Village Hall	184	Yes
UB	EUB	Stanwick	Stanwick Village Hall	1523	Yes
<b><u>The Returning Officer's Proposal</u></b>					
<p>26. That new polling district identifiers, as shown above, be allocated for the polling districts within the area of Stanwick Ward;</p> <p>No further changes proposed</p>					

### Thrapston Lakes Ward

Polling District Identifier/s	New Polling District Identifier/s	Polling District/s	Polling Place	Number of Electors	Disabled Access
SH	ESH	Islip	Islip Village Hall	648	Yes
UG	EUG	Thrapston No. 1	Thrapston Baptist Church	2947	Yes
<b><u>The Returning Officer's Proposal</u></b>					
<p>27. That new polling district identifiers, as shown above, be allocated for the polling districts within the area of Thrapston Lakes Ward;</p> <p>No further changes proposed</p>					

### Thrapston Market Ward

Polling District Identifier/s	New Polling District Identifier/s	Polling District/s	Polling Place	Number of Electors	Disabled Access
RR	ERR	Denford	Denford Village Hall	247	Yes
SZ	ESZ	Ringstead	Ringstead Village Hall	1210	Yes
UJ	EUJ	Thrapston No. 2	The Thrapston Plaza	2027	Yes
<b><u>The Returning Officer's Proposal</u></b>					
<p>28. That new polling district identifiers, as shown above, be allocated for the polling districts within the area of Thrapston Market Ward;</p> <p>No further changes proposed</p>					

## Woodford Ward

<b>Polling District Identifier/s</b>	<b><u>New</u> Polling District Identifier/s</b>	<b>Polling District/s</b>	<b>Polling Place</b>	<b>Number of Electors</b>	<b>Disabled Access</b>
RA	<b>ERA</b>	Addington, Great	Great Addington Memorial Hall	<b>231</b>	<b>Yes</b>
RB	<b>ERB</b>	Addington, Little	The Bell Inn, Little Addington	<b>268</b>	<b>Yes</b>
UQ	<b>EUQ</b>	Woodford	Woodford Baptist Chapel	<b>1191</b>	<b>Yes</b>

### **The Returning Officer's Proposal**

**29. That new polling district identifiers, as shown above, be allocated for the polling districts within the area of Woodford Ward;**

**No further changes proposed**

# SICKNESS ABSENCE POLICY

## 1. Policy Statement

Easton on the Hill Parish Council, as a responsible employer, is committed to maintaining the health, well-being and attendance of the Clerk and Councillors. We value the contribution that they make to our operational efficiency, and we miss that contribution when the Clerk or a Councillor is unable to work. The overall aim of this policy is to strike an effective balance between the needs of the Parish Council and the needs for the Clerk and Councillor to be given time to recover from illness.

### The policy sets out:

- What the Clerk and Councillors can expect from the Parish Council in an effort to support employees and Councillors during periods of sickness and absence.
- What responsibility the Clerk and Councillors have in relation to their attendance at meetings.

## 2. Absence

Should you be unwell and unable to work, you must comply with the following:

If you are a Councillor unable to attend a meeting through sickness, accident or personal circumstances you must aim to inform the Clerk of the reason for absence by no later than 10.00 am on the morning of the meeting. If you are the Clerk you must inform the Chairman of the reason for absence by no later than 10.00 am on the first morning of absence.

The Chairman will seek to maintain periodic contact with you throughout your absence. Consideration must be given to your current workload, and urgent tasks or correspondence must be discussed with the Chairman as soon as possible.

If possible, you should give an indication of how long you expect to be absent so that arrangements can be made for cover if required.

For the Clerk, If the absence is for a period of less than seven days, you should complete a self-certification form on your return to work. For periods over 7 days a medical certificate 'fit note' is required from your GP or consultant.

If a 'fit note' is issued and advises that changes to your duties or work environment is recommended (such as light duties, adaptations to office equipment, phased return to work) this must be notified to the Chairman as soon as possible.

You are expected to mitigate your absence due to sickness or injury by not taking part in activities or events that are likely to hinder a return to work.

## 3. Sick Pay (Clerk)

Sick pay will be paid in accordance with your contract of employment.

## 4. Periods of Frequent sickness

Frequent periods of self-certificated sickness that occur on more than five occasions in any one year may be subject to further investigations by the Parish Council who may take necessary action that is proportionate and appropriate in the circumstances. A long period of absence will be regularly reviewed and dealt with as a capability issue in accordance with employment law and employees' rights.



## **5. Time off for appointments, emergencies, and personal commitments**

As the Clerk's hours are part time and flexible, attendance at medical appointments etc should be made as far as possible outside of working hours. If there is a requirement for frequent appointments, then prior approval for time off should be sought from the Chairman.

## **6. Staffing Committee**

All sickness absence issues will be dealt with by the Staffing Committee in accordance with their terms of reference.

## **STAFFING COMMITTEE TERMS OF REFERENCE**

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

### **Membership**

The Committee will consist of 3 elected members of Easton on the Hill Parish Council. The Clerk need not attend meetings if the committee designates a minute taker, but should be kept informed.

### **Appointment of members**

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

### **Frequency of meetings**

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

### **Record of meetings**

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

### **Responsibilities**

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

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

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

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

## **TREE MANAGEMENT POLICY**

### **1.0 INTRODUCTION**

This is a policy for the management of trees owned and managed by Easton on the Hill Parish Council.

A principle of English Common and statute law is that land/tree owners have a duty of care to visitors, residents, passers-by and indeed trespassers when on their land. This means that the Parish Council has a responsibility to take reasonable steps to reduce the risk of death or injury to those on Parish Council land.

Trees help to add variety to our landscape and provide valuable habitats for many species while providing us with cleaner, filtered air. Easton on the Hill Parish Council aims to preserve the village's trees for future generations to enjoy.

Where trees are removed due to a recommendation from an inspection, a recommendation will be sought for suitable replacement trees (species, location) and where possible this will be accommodated.

### **2.0 WORK THAT THE PARISH COUNCIL WILL CARRY OUT ON COUNCIL OWNED TREES**

To maintain our trees, we will;

- Remove dead, dying and dangerous trees
- Remove dangerous and damaged branches

It is our policy to survey our trees on a regular basis, but also if villagers suspect that trees require works under this section, members of the public should contact the Clerk at [clerk@eastononthehill-pc.gov.uk](mailto:clerk@eastononthehill-pc.gov.uk).

The Parish Council received advice from a specialist on the regularity required for trees to be surveyed; The entire tree stock will be inspected on a rolling program moving forward by a competently trained individual. These inspections will be roughly every 18 months with the aim to assess the tree stock in winter and summer in order to pick up seasonal variances. Additional to this, the council may instruct an inspection following any storm events.

Trees will be inspected as per this advice and if works required, they will be programmed as necessary. All spend will be agreed at full council meetings. If urgent work is required, the clerk will authorise work and spend in line with the council's financial regulations.

### **3.0 WORK THAT THE PARISH COUNCIL WILL NOT CARRY OUT ON COUNCIL OWNED TREES**

Occasionally, the Parish Council will receive requests from residents who live adjacent land owned by the Parish Council to carry out tree work. If it has not been highlighted as needing work doing, it is unlikely to be work that is essential for either the health of the tree or the health and safety of the public. However, it may be that the tree is causing a legal nuisance or obstruction to footpaths or damaging buildings. The Parish Council will seek advice from a tree specialist in this case.

We have no obligation to carry out the following tree works;

- Cut back branches overhanging private property
- “Top” trees or remove branches to increase daylight or decrease height in relation to property
- Remove branches or trees affecting views or interfering with TV reception
- Remove branches or trees to prevent falling leaves, honeydew from aphids or other minor debris
- Remove roots from drains or repair root damage to structures where the tree has not been proven to be the principal cause.
- Remove branches nearly touching buildings, walls, roofs, fences etc
- Remove branches or trees to prevent access to squirrels, birds
- The Parish Council will not carry out any work to privately owned trees.

Members of the public wishing for any of the above works, should make their own arrangements.

### **4.0 CARRYING OUT TREE WORKS AND PRUNING GUIDANCE**

In common law a property owner can cut back overhanging branches to the boundary of their property. The Parish Council would normally have no objection to property owners carrying out tree work or engaging a contractor at their expense, provided that;

- Access is not gained onto the neighbouring land or to a tree within that land. If access to our land or to a tree on that land is required, our permission must be sought.
- The tree is not situated in a conservation area or protected by a Tree Protection Order (TPO)
- Any work done to a tree is not detrimental to its health or stability. For their own protection, members of the public should obtain advice from a qualified tree surgeon.
- For tree pruning work, whoever does the work, it is carried out to an acceptable standard, in accordance with the British Standard Recommendations for tree work.
- The property owner notifies us before the work begins of the proposed work and commencement date.