

EASTON ON THE HILL PARISH COUNCIL

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Minutes of the Easton on the Hill Parish Council meeting

Held on Monday 9th September 2019 at 19.00 in the Easton on the Hill Village Hall

Present Councillors A Cutforth (Chair) I Forman, J Ward, P Bates, D Sharpe, D Greaves
Clerk J Rice
Others 3 Members of the public were in attendance.

19/68	VACANCIES UPDATE/WELCOME Tim Nicol elected to Parish Councillor It was confirmed that the remaining vacancy was filled by uncontested election and the Council was pleased to announce that Tim Nicol had been appointed.
19/69	APOLOGIES FOR ABSENCE To receive and note apologies and vote whether to accept reasons for absence given to the Clerk The Clerk had received and accepted apologies from Cllr Hanson, Cllr O’Grady and Cllr Rawlinson. Cllr Davies had sent his apologies however the Clerk had already left for the meeting and did not pick them up until later.
19/70	DECLARATIONS OF INTEREST Cllrs Sharpe, Ward and Forman all declared an interest in item 78, allotments, and Cllr Cutforth declared an interest in item 87.5, payment for village hall hire.
19/71	PUBLIC PARTICIPATION One resident asked about the early payment of the loan, saying that they had been very grateful for the loan and how did that leave the Council. It was explained that it had already been agreed and paid off and that finances would be discussed later in the meeting.
19/72	REQUEST BY MEMBER OF PUBLIC TO SITE AN UHF REPEATER AND ANTENNA AT PLAYING FIELD – information previously circulated Mr Crockford attended the meeting to explain the amateur radio association’s request to site an UHF repeater and antenna at the playing field, all at their cost and all maintained by them. They can help serve the community as an additional communication method to call for emergency help. The box could be inside a building, but access would be needed, or attached to a building outside (possibly inside a brick built container) and the antenna fixed to a pole. Council supported the request in theory but raised concerns that the building there might be demolished quite soon and it would need moving and that it could attract vandalism. The Council thanked him for coming and resolved to discuss it later and vote.
19/73	MINUTES OF THE LAST MEETING (previously circulated) The minutes of the meeting held on Monday 12 th August 2019 (and EM 27/6/19) were agreed as a true record and signed by the Chair.
19/74	ATTENDANCE BY MARTYN BRAWN, DEFINITIVE MAP OFFICER, FROM ENC HIGHWAYS Martyn Brawn began by answering questions by Councillors in advance of the meeting. Then there was a general but extensive question and answer session. The main points being that new BOAT status does not apply after 2006 and years of vehicle use does not determine BOAT status. Restricted byway is a new category but this would only be maintained to bridleway status, as now. Use of the bridleway in a car is unlawful if used without lawful authority (land owners and legitimate business (ie milkmen)) and only the police can do anything to prevent it. In practice it could be argued that the PC by providing equipment gives lawful authority to access. There is no automatic right to access with title but common sense would dictate you’d get access. By implicitly (ie not stopping) giving permission for public to use cars, you are liable for things (not people) damaged but could insure against this. Only fool-proof way to get vehicular access is to apply for highways to adopt it but there is a very slim chance of this. The Council thanked Martyn for his time and that even though it did not help an application, at least Council knew the situation.

19/75	GOVERNANCE MATTERS	
	75.1	<p>To agree the Complaints Committee terms of reference and note election of Chairman, Cllr Forman and note first meeting date of 12th September to hear outstanding complaints in connection with use of correspondence by the Parish Council and public speaking at Council meetings/previous complaints/treatment of Councillors.</p> <p>The Complaints Committee terms of reference were agreed (it was clarified that Councillors are <i>elected</i> Councillors to the Committee and not Councillors that have been elected (ie not co-opted) to the Council). The election of the Cllr Forman as Chair was also noted. It was further agreed that those on the Committee would be Councillors, not anyone from the public/outside. The feedback from the hearing will be reported at the next meeting.</p>
	75.2	<p>To receive updated Governance review action plan and agree version to be submitted to the Joint Standards Complaints Committee at the end of September</p> <p>This had been previously circulated and Council agreed the updated version. It was further agreed that the Clerk would update it after this meeting to reflect new policies etc agreed. It will be circulated prior to submission.</p>
	75.3	<p>To agree actions and method for ongoing review of action plan to meet final deadline.</p> <p>It was agreed that the plan would remain on the monthly agenda and, depending on the feedback after the next submission, would be updated and actioned as appropriate to meet all of the targets.</p>
	75.4	<p>To report update/feedback from previous, ongoing complaints.</p> <p>The Clerk reported that there had been no new communication from the Monitoring Officer about any of the outstanding complaints. The Clerk reported that with the retirement of the Monitoring Officer, it could be taking longer than normal.</p>
	75.5	<p>To agree Staffing Committee terms of reference (previously circulated)</p> <p>The Terms of Reference were agreed, with the amendment that the Committee would consist of 4 Councillors.</p> <p>The remaining policies on grievance and discipline will be compiled and circulated.</p>
	75.6	<p>To agree Correspondence and Customer Service Standards policy (previously circulated)</p> <p>Council agreed to this policy and the action plan will be updated as appropriate.</p>
	75.7	<p>To confirm training needs, courses available and agree new bookings.</p> <p>The Clerk went through the courses available until December, which were limited. A new training manager due at ENC may change things. It was noted that Chairmanship and planning training had taken place and new Councillor training has been booked for 23/9/19. Further needs will be discussed at the next meeting, when more Councillors are present.</p>
	75.8	<p>To receive report on DPIs and Register of Interests, plus dispensation, previously circulated.</p> <p>Cllr Greaves went through her report on registers of interests and the Clerk confirmed that a reminder to Councillors was needed that any declarations of interest made at the start of each meeting should (if they are not already on the Councillor's register) be made known to the Monitoring Officer within 28 days. The Clerk confirmed that just an email to them will suffice and urged Councillors to do this. The Clerk has also asked for advice on declaring/discussing allotments and dispensation procedures but has not heard back as yet.</p>
	75.9	<p>New flytipping process on website and notice board, previously circulated</p> <p>It was noted that this action has been completed.</p>
19/76	PLANNING APPLICATIONS from Planning Committee	
	76.1	<p>C/F Planning committee terms of reference, previously circulated, to be reviewed and agreed.</p> <p>It was agreed to wait until after the planning training feedback to see if any further changes were needed to the Planning Committee terms of reference.</p>
	76.2	<p>It was noted that 10/00798/OUT Outline planning for residential development of up to 115 dwellings on land off Stamford Road, Easton on the Hill had planning permission refused.</p>

	76.3	It was noted that 19/00872/FUL First floor side extension at 16 Western Avenue planning permission was granted.
	76.4	It was noted that 19/01118/TCA prune back all encroaching branches to neighbour's property back to the boundary at 34 Stamford Road application is acceptable.
	76.5	19/01341/TCA remove pine tree and acer tree as damaging stone wall at 34 Church St. No concerns noted.
	76.6	19/01223/FUL erect new porch to front elevation at 57 Church St. No concerns noted.
	76.7	19/01345/PIP New application for houses (min 5 max 9) at land behind Exeter Arms. Planning in principle. It was noted that a response from the Parish Council had been sent and that yesterday a decision notice had been sent to say that planning in principle had been refused.
	76.8	19/01314/LBC Removal of 3 internal walls within the ground floor of the dwelling at 37 West St. Deadline 18/9/19. No concerns raised.
	76.9	19/01388/TCA Fell ash tree at 26 Church St deadline 18/9/19. No concerns raised.
	76.10	19/01384/TCA Remove to ground level, overgrown shrub at 38 High St. No concerns raised.
19/77	TREES AND HEDGES	
	77.2	To receive, note and agree tree policy, copy circulated. The tree policy was agreed. It was confirmed that the wording about frequency of surveys in the latest surveyor's report was incorrect and had been clarified with him and amended.
	77.3	To note Spire Homes/Longhurst have been asked to trim their hedge in September, off The Crescent/Close. It was noted that the hedge off the Close has now been trimmed but branches all left behind and brambles still missed. It will be chased up with Longhurst as it was not known if they actually did it or a resident.
	77.4	To confirm situation regarding hedge trimming along track to allotments and agree action. This was discussed as all enquiries with ENC, Spire Homes and CC have lead nowhere so far. It was agreed that old records indicate the track belongs to the District Council and this will be followed up with them and land reg if necessary.
19/78	ALLOTMENTS	
	78.1	To note report after allotments inspection carried out. An inspection has been carried out and a report sent to Councillors. Reminders to allotment holders to cultivate it to agreed standards and terms was sent.
	78.2	To note feedback and agree actions in respect of issues raised; allotments needing attention, rubbish build up, shed access. It was agreed that due to the lack of cultivation on 2 plots, despite reminders, as per the tenancy agreement terms, a formal warning of termination will unfortunately have to be sent by the Clerk.
	78.3	To consider ongoing management of allotments. A discussion took place as a Cllr had raised a point that a Cllr would be better placed to handle lots of the allotment issues, as previously. Cllr Bates said she was willing to do this and it was explained that it can only be done as a volunteer role, reporting to the Clerk, agreed by the Council, and not in a Councillor capacity. The question of conflict of interest was raised as a possible issue by the Clerk and another Cllr. A vote was proposed by the Chair and it was resolved to make this a new post once the issue of conflict of interest had been investigated with the MO. The post duties would then be agreed.
19/79	ACCESSIBILITY STATEMENT To consider offer from VisionICT to make us compliant with accessibility legislation, It was resolved that VisionICT be asked to do the statement as they have the necessary expertise.	
19/80	FREEDOM LEISURE SUMMER ACTIVITIES	
		Feedback from the sessions held in the holidays was good, even though only a few attended. More attended in the other locations evidently. The Clerk reported that they were hoping to do more at Easter and the age groups would possibly be extended to include younger children. It should be noted that the children attending enjoyed it to try to encourage more in future.
19/81	STREET LIGHTING PROJECT	
	81.1	To note update on street lighting replacement project and consider extra pole needed at New Town.

		The second phase of the street lighting project has all been completed now. Eon have reported that New Town need a new pole that had previously not been picked up and included in the quote. It was resolved to defer this expenditure until April and budget for it accordingly.
	81.2	The recent action taken in respect of repairs and resident issue of bright light adjustment was noted. It was further noted that the bus shelter light has not been working since the new lights were fitted and this will be reported.
19/82	ROSPA EQUIPMENT REPORT	
		To receive feedback from PFWP and quotes for work and agree work to be done. Quotes from 2 sources had been requested and only 1 received. It was agreed to only do the more urgent work around loose roof tiles and unsafe benches, highlighted in recent reports.
19/83	ELECTION FOR VACANCIES/POLLING DISTRICT REVIEW	
	83.1	To confirm the election process and costs involved and consider any lessons learnt for future The Clerk has requested estimates for the costs involved however they were not available for the meeting.
	83.2	To note review of polling districts, polling places and polling stations, deadline for comments 29/9/19 Report was noted and as there were no changes suggested for Easton on the Hill, there were no further comments as current arrangements are fine.
19/84	VILLAGE SHOP	
	84.1	To consider where donations should go next. After discussion, it was agreed that the money collected up to Xmas should go to the Village Plan Working Party.
	84.2	The £25 payment for the electricity to the defibrillator was agreed to be paid to shopkeepers.
19/85	CLERK REPORT to receive communication not previously circulated and confirm that which should be brought back to council for formal consideration	
	85.1	RAF Wittering invite to Annual Gala 4th September, attended already by Cllr Cutforth
	85.2	Correspondence from the Pensions Regulator about re-declaration It was noted that compliant. No further action.
	85.3	Correspondence from CPRE about membership and free planning roadshow It was agreed not to re-join/ attend planning roadshow
	85.4	Correspondence from CALC re AGM and Conference 5 th October As no other Councillors came forward, Cllr Greaves and the Clerk are happy to attend.
	85.5	Correspondence re Footpaths and Rights of Way Improvement plan consultation and Parish Path Warden and name put forward. This was noted. No comments to be made. Awaiting further training on PPW role.
	85.6	Correspondence re NALC AGM and Conference invite 5/10/19 delegates wanted – above
19/86	REPORTS FROM REPRESENTATIVES – see below *	
	86.1	a) Trees and Greens – Cllr Bates, Cllr Cutforth and Cllr O’Grady To receive update on boundary/ownership information To consider Leics Gardens change to add strimming to contract
	86.2	Playing Field Update on “title” application and bridleway change of status
	86.3	Vehicle Activation Devices – Cllrs Forman & Rawlinson
	86.4	Checkers Reports from July and August Cllr O’Grady updating forms. Quarterly check. Defibrillator case.
	86.5	Village Hall update
	86.6	Playing Field Working Party – Cllrs Davies, Forman and Greaves a) To receive and note PFWP meeting minutes (herewith) b) To review situation regarding security and broken fence/gate at the playing field
	86.7	Village Traffic Working Party – Cllrs Sharpe & Rawlinson Receive report from the traffic group
	86.8	Village Plan Working Party – to receive feedback on working party progress and consider ideas for event *It was agreed that as the meeting time was getting late and there were still other items later to cover, this section would be deferred to later if time or to the next meeting.

19/87	ORDERS FOR PAYMENT		
	Payments were agreed to be made as follows;		
	87.1	Solicitor's bill C/F for update on clarification and payment terms	Awaiting response
	87.2	Clerk payment for ink cartridges x 2	£29.98
	87.3	Leics Gardens (paid)	£560
	87.4	SSE Electric bill dated 2/8/19 (paid)	£249.14
	87.5	Village hall hire £39 + £13 + £13)	£65
	87.6	Nets for goals (Clerk re-imbursed 31/7/19)	£72.92
	87.7	Came and Co Insurance renewal paid 11/7/19	£1554.87
	87.8	Leics Gardens June bill	£560
	87.9	SSE Electric June invoice	£225.56
	87.10	Clerk ; stationery, paper and stamps	£11.20
	87.11	Eon street lights project part 2 plus new pole ordered	£12305 plus vat
19/88	To ratify payment made between meetings:-		
	88.1	Clerk's salary 31/8/19 and 30/9/19	£745.76 £745.76
	88.2	To note loan payments and update on process to prematurely pay outstanding balance of loan – see below	£9833.38
19/89	BUDGET REPORT		
	<p>Budget Report up to 31 July/August 2019 and bank reconciliation, plus report previously circulated, was received and noted.</p> <p>The Clerk explained the situation regarding the finances. The high reserves that were there previously have nearly all been used up. The phase 2 of the lighting project had been agreed and also the paying off of the loan was agreed at a previous meeting. This was specifically arranged between the loan board and the bank mandate process (this was interpreted by some as repayment of all of the loan and by some as the unused part. There was, no doubt, a misunderstanding about this. However, the difference only being 4k though, reduced to 3k without 2 of the loan payments this year). The staff costs agreed at the start of the year were higher than expected/budget too. Reserves are used up as a result of expenditure over the last year. This spend now will result in being more cost effective over the loan period but will require careful and close budgeting until the budget setting is done in October and reserves and projects identified for the coming financial year and precept next April.</p> <p>To note an amendment needs to be made to Section 2 box 3 of the annual return (AGAR) for a payment accounted for in the previous financial year and having to be deducted from financial year 18/19 – this will be carried forward.</p>		
19/90	BANK ACCOUNT INTEREST/ACCOUNTS To consider moving reserves to higher interest account is N/A now		
19/91	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		
19/92	SOLICITOR BILL dated 29 th May 2019 C/F for update on clarification of content, email/correspondence and payment options		
	A summary report was circulated to allow clarity on the situation. The Clerk is in amicable correspondence with the Solicitor and is awaiting a more detailed breakdown of costs and correspondence, plus payment options, to go with the invoice before payment. The learning outcomes for Council were made clear and noted.		
19/93	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		
19/94	DATE OF NEXT MEETING		
	To note that the date of the next meeting is Monday 14 th October 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

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 if 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 no 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. To exercise 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 under standing 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 otherwise at a previous meeting.

v.

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 and be in accordance with the Council's Public speaking at Council and Committee meetings policy, or will be asked to stop.
- 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. In the election of a new chair, councillors, without notice, can nominate and vote for themselves.

k. 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 should include (unless otherwise decided to spread the reviews of policies and committees across the year):

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;

Easton on the Hill Parish Council Standing Orders

Adopted 8th July 2019

- 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 that 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.
- 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.

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 reported

And 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
 - The application deadline date

26. Seeking advice

Where advice is needed from East Northants Council (ENC) 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.

27. 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
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Signed	Original Signed by Clerk (Clerk)	Date
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October supporting documents – emails

Change of Insurers details, Came and Co to Gallagher

Good morning,

Following the acquisition of Stackhouse Poland Limited, by the Gallagher group of companies, we have been working to integrate our business.

The next stage of this process will be that, effective 4th November 2019, the insurance activity of Came & Company Local Council Insurance clients (whilst still being carried out by your usual account contacts), will start to be arranged and administered under the Gallagher legal entity. The way that this will take place is set out in the 'Briefing Letter' below, along with the new Terms of Business document which will govern the future relationship between our clients and Came & Company Local Council Insurance.

We also include a 'Material Differences Document' which highlights the differences between your existing TOBA and the new Gallagher TOBA and, finally, a 'Frequently Asked Questions' document which seeks to answer any additional questions you might have.

Please read these documents carefully and ensure that you also save a copy of each for future reference.

- Briefing Letter
- Updated Terms of Business
- Terms of Business Material Differences Document
- Frequently Asked Questions Document

Should you have any questions surrounding any of the above, please do not hesitate to contact your usual insurance contact.

Kind regards,

Stamford Neighbourhood Plan

Dear Sir/Madam

I am writing to notify you that Stamford Town Council is seeking views on its draft Neighbourhood Development Plan - this plan has been developed by the Stamford Neighbourhood Planning Forum (Stamford FIRST) on behalf of the Council.

The consultation document may be viewed and downloaded from the [Stamford FIRST website](#) (together with further information). Responses to the consultation should be sent to stamfordfirstuk@gmail.com

Please note that any comments on the draft SNP must be made during the consultation period starting on Friday 23rd August 2019 and ending at 4.45 pm on **Friday 18 October 2019**.

Once approved, the Stamford Neighbourhood Plan will become a supplementary planning document to the District Council's Local Plan and provide more detailed guidance to prospective developers and applicants for planning permission.

Should you have any queries please email stamfordtowncouncil.gov.uk or telephone 01780 753808 and ask for the Town Clerk.

Kind regards

Richard Tracey
Administration Officer
Stamford Town Hall
St Mary's Hill
Stamford
PE9 2DR
Tel: 01780 753808
Email: townhall@stamfordtowncouncil.gov.uk

About Future Northants North

Future Northants is dedicated to keeping you informed on all things unitary in Northamptonshire.

The Government has agreed to create two new unitary councils in Northamptonshire to provide all local government services in the county. This will come into being on 1 April 2021 and Northamptonshire's current eight councils will cease to exist.

The new North Northamptonshire unitary authority will cover the areas of Corby Borough Council, East Northamptonshire Council, Kettering Borough Council and Borough of Wellingborough Council. A new unitary council for West Northamptonshire will cover the areas of Daventry District Council, Northampton Borough Council and South Northamptonshire Council. Services currently provided by Northamptonshire County Council and the districts and boroughs will be delivered by the two new councils.

The creation of North Northamptonshire Council and West Northamptonshire Council is an opportunity to develop and transform services so they deliver what residents and businesses need, are modern and provide good value for money.

New information will be added to this site so please visit regularly for the latest updates. To find out more about the unitary process, go to the ['Information'](#) section.

Kettering
Borough Council

Corby
Borough Council

Borough Council of
Wellingborough



To Member Councils in Northamptonshire:

[Please circulate to all councillors]

Today at the Northants CALC Conference & AGM, Chief Executive, Danny Moody, announced the publication of the *Building Communities* prospectus, which sets out the role of parish and town councils in the context of unitary local government.

Speaking at the event, Danny said "*All of our engagement work has led to our thoughts being distilled into this Building Communities prospectus. We believe that parish and town councils can play a vital role in building stronger and safer communities as they will be the bridge between their communities and the unitary councils.*"

The publication is designed to stimulate debate and act as a starting point in the dialogue with the unitary councils about how they work with their parish partners.

Download your copy at: <https://www.northantscalc.com/uploads/ncalc-building-communities.pdf>.

Best regards,

Danny.

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Danny Moody
Chief Executive
Northamptonshire County Association of Local Councils
6, Litchborough Business Park
Northampton Road
Litchborough
Northamptonshire
NN12 8JB

Northamptonshire County Association of Local Councils



BUILDING COMMUNITIES

Parish and Town Councils in Unitary Northamptonshire

Foreword by the Chairman of the National Association of Local Councils

“Never doubt” said Margaret Mead, the US academic, “that a small group of thoughtful, committed citizens can change the world.”

This rings so true when I think about how England’s 10,000 councils and 100,000 councillors are building stronger communities. And when I think of their potential to do so much more.



Our unique place-based role – local government bodies yet grassroots community organisations – is rapidly changing. We are doing more and increasingly innovating, from health and wellbeing to transport, housing to local economy, community assets to cohesion.

And we’re a growing sector with more and more councils being set up across the country in urban areas, new super districts and unitary authorities.

That’s why I’m confident parish and town councils are well placed to help government, principal authorities and communities tackle the challenges the country faces.

A new way of delivering public services, empowering and strengthening local communities.

I am very pleased as the Chairman of the National Association of Local Councils (NALC) to commend this document and wish you all the best in achieving the ambitions set out. Its central tenets: relationships, partnerships, trust, and investment in capacity building are key to fulfilling the sector’s potential: in Northamptonshire and across the country.

NALC will watch with interest how you get on and share the lessons with others across England - to ignite and unleash the power of our communities to change not just themselves but the world too.

Sue Baxter
Chairman
National Association of Local Councils (NALC)



Introduction

Local Government Reorganisation (LGR) must not be just about changing organisations and structures. It presents an opportunity to design a new way of delivering public services that works better for the people of Northamptonshire.

The Northamptonshire County Association of Local Councils (Northants CALC) wants to help design a relationship between unitary councils and parish and town councils that focuses on people and places and becomes a benchmark of good practice nationally.

It will require ambition, commitment and resources.

There are currently 264 parish and town councils and parish meetings in Northamptonshire. Most have existed since 1894, whilst some have been created in the last decade. Parish and town councils are the first tier of local government, closest to the people they serve. They are local authorities and take decisions that directly affect the quality of life of the communities they represent.

This publication sets out the role of parish and town councils in the context of unitary local government and is aimed at those with an interest in designing better public services and stronger communities in Northamptonshire, including:

- Borough, district and county councillors
- Shadow and unitary councillors
- Officers of the existing and new principal councils
- Parish and town councillors
- Parish and town clerks
- Voluntary and community sector partners
- Wider public sector stakeholders

With the right support and investment from the unitary councils, parish and town councils can play a vital role in building stronger and safer communities. They can be a bridge between communities and the unitary councils and help people feel that they can influence decisions that affect their area. They can provide important local services and facilities, helping the unitary councils to focus on strategic public services.

A strong partnership between the unitary councils and the parish and town councils in their respective areas will build on existing work and ensure that:

- When services are delivered in parished areas by the unitary councils they are efficient and effective.
- All services are provided by the council best placed to deliver that service, regardless of whether they are a parish or town council or a unitary council.
- By working together to improve services and reduce costs, quality of life will be enhanced for residents in Northamptonshire.

The fundamental premise is that the councils which together form the local government of Northamptonshire will work positively in a spirit of mutual trust and respect for the benefit of those who live and work in the county.

Community Partnerships

Local Government Reorganisation presents an opportunity to unlock the potential of parish and town councils working in partnership with the unitary councils.

Establishing good communications is fundamental to building an effective and respectful relationship and this will require conscious and deliberate planning.

There is much already in place that enables parish and town councils to communicate well with the principal councils. Ward and division councillors regularly attend meetings of parish and town councils in their area, and all of the borough and district councils hold some sort of regular Parish Forum. Day to day operational communications is sometimes more of a challenge and can result in avoidable contact and/or frustrations in service delivery.

To build good communications, **Northants CALC proposes that each unitary council establishes a Community Partnerships Office (CPO) to act as a first point of contact between the unitary council and the parish and town councils in its area.** The CPOs would deal with enquiries directly or forward them to the appropriate officer and/or elected member.

The CPOs could also house a grant support function to provide funding advice to parish and town councils, manage the unitary council's own community grant schemes and help leverage in millions of pounds of external grant funding for communities. Liaising with representative bodies, such as Northants CALC, the CPOs would ensure that community development work is co-ordinated, efficient and effective.

The CPO staff would quickly become very well-known and trusted officers!

To support the CPOs and ensure that they have adequate resources and appropriate prominence, it would be sensible for there to be a senior elected member at each unitary council with responsibility for the CPO and for the function to come under a directorate of corporate core functions.

In addition, the CPOs could administer a structure of area committees/panels to enable the unitary councils to discharge local functions at a level beneath the full unitary councils (e.g. minor planning applications could be delegated to an area committee/panel, which could include parish representatives).

Models of successful area committees/panels exist in other unitary areas and Northants CALC has carried out extensive research on what works well and what doesn't.

In due course, the CPOs could develop Devolution Frameworks for the devolution of services, assets and functions with funding to parish and town councils where appropriate. The CPOs could help parish and town councils prepare an appropriate business case if seeking to take on a devolved service, or to exercise new powers for the first time. The business case will include evidence of the parish or town council's capacity to finance and deliver the service and set out the benefits this will offer the local community.

Once the CPO model has been accepted in principle it is easy to see how its role could be widened and developed to become a very important function within the unitary councils.

Creating a really strong Community Partnerships function, including a properly resourced office, will provide the unitary councils with the best chance of unlocking the potential of the parish and town council sector in their areas.

Each Community Partnerships Office would:

- Be staffed by officers employed by the unitary council (not new posts but a bringing together of existing resources into a single office).
- Help to reduce avoidable contact by providing a first point of contact and being a signposting service.
- Ensure that communications between the unitary council and parish and town councils are efficient and effective thereby improving the quality of service and increasing customer satisfaction.
- Help to reduce wasted cost and effort, whilst at the same time bringing in millions of pounds of external money into the area.

Clearly the detailed design of the CPOs needs careful consideration, and Northants CALC would be very happy to work with the shadow unitary councils on that task using the knowledge and experience the Association has obtained from other unitary areas.

Case study - Milton Keynes

Milton Keynes is a fully parished borough covering both urban and rural areas. In order to keep communication channels open between the principal council and all 48 parish and town councils, a named officer scheme has been created. A team of three officers (including the director of policy, insight and communications), as well as a named lead cabinet member, make up the group responsible for liaising with local councils.

In addition to acting as a point of contact for parish and town councils, the named officers meet up on a regular basis with the Parish Advisory Group – a set of parish councillors from across Milton Keynes, which includes a ward councillor (who is often dual-hatted) from all main parties. At these meetings, the two groups work to make decisions that affect parish and town councils. For instance, after an initial draft of a framework for local councils and service delivery was produced, discussions between the two groups led to significant amendments being made to the draft framework. The principles enshrined in the amended draft framework have now been approved by the cabinet. The named officers also meet all parish councillors at quarterly parish forum meetings, which are organised by the Parish Advisory Group. The officers are also on hand to attend individual parish meetings, clerk's meetings, and area meetings. Working in an urban area with significant variations in capacity and revenue, having point people in place lets Milton Keynes get the relationships right in each case.

A guide to effective partnership working between principal and local councils

The Way Forward – Developing the Power of Partnership

A commitment to developing a good partnership would be evidenced by:

Unitary Councils (and the preceding Shadow Councils where appropriate):

- Recognising parish and town councils as local government partners, the most local tier of local government, closest to residents and communities
- Committing to working with Northants CALC as the voice of parish and town councils
- Acknowledging the important role of parish and town councils in delivering local services and facilities
- Formally considering establishing a Community Partnerships Office
- Committing to setting up an effective and well-supported Community Grants Scheme (funded from, for example, New Homes Bonus, Community Infrastructure Levy, Council Tax Reduction Scheme, Business Rates etc.) with an attached Grant Funding Officer to help leverage in external grant funding
- Investing in the parish and town council sector in terms of supporting training and development and capacity building
- Creating a Planning Partnership where the unitary council and parish and town councils work together on planning policy (as per the Cornwall model).

Parish and town councils:

- Recognising unitary councils as the tier of local government responsible for the delivery of strategic services and functions
- Working positively with unitary council officers and councillors in a spirit of partnership and co-operation
- Building capacity and improving governance and accountability standards

- Responding to unitary council consultations as the voice of the community
- Working very closely with the unitary councillors in their area and inviting them to parish and town council meetings as appropriate
- Promoting unitary council services and events locally and making information available for residents through local channels

These principles for good partnership working could form the basis of a new Charter between the unitary councils and parish and town councils, building on the foundations established by the previous Charters and partnership agreements.

Northants CALC will work with both the unitary councils to help develop and implement these ideas, and to do that will seek early meetings with leading elected representatives and officers of the shadow unitary councils with a view to the Community Partnerships Offices concept being built in to the design and governance of the new councils.

“Principal and local councils are at the heart of our local communities. We share the same ambitions: to create prosperous places, enhance civic life and improve the quality of life for our residents.

Councils across all tiers are increasingly recognising the added value that greater partnership working between the principal and local levels of local government brings to the vital services we provide and the communities we serve.

Across the country there are examples of councils of all types working together: to strengthen local decision-making, improve engagement with residents, enhance and devolve services to the lowest appropriate level, and much more.”

Lord Gary Porter, LGA Chairman, 2015 -2018, foreword in *A guide to effective partnership working between principal and local councils*

About Parish and Town Councils

As a tier of local government, parish and town councils are elected bodies with discretionary powers and rights laid down by Parliament to represent their communities and provide services for them. The parish and town council sector is incredibly diverse; most are very small (40% represent fewer than 500 people), but the twenty largest parish and town councils in Northamptonshire together represent over half the population of the county.

Parish and town councils are statutory bodies and their members are elected for a four-year term. They raise their own precept and provide local services and representation. There are 10,000 parish and town councils in England and 100,000 councillors, with over £1 billion being invested into their communities every year.

Parish and town councils are the most local level of government for an area and they operate at a grass-roots level to improve community well-being and provide local services. Their activities fall into three main categories:

- **Representing the local community**
(e.g. on planning matters with principal councils and developers, to the local police and health services, to MPs and government)
- **Delivering services to meet local needs**
(e.g. leisure facilities, community centres, bus shelters, parks and open spaces, litter bins, car parks, allotments, public toilets, festivals and celebrations, local illuminations)
- **Improving quality of life and community well-being**
(e.g. planning local housing and infrastructure through neighbourhood plans, promoting dementia friendly communities, tackling loneliness, acting as community hubs, funding community projects and vital services that have been cut)

Parish and town councils have an overall responsibility for the wellbeing of their local community, and central government is encouraging them to deliver more services and play a greater part in developing and leading their communities. Parish and town councils play a vital role in supporting and enhancing their community's identity, services and quality of life. They can do this because they are based locally, operating within their local community. This means they are

best placed to understand the issues within their areas and can provide a more focused and tailored response as a result.

As well as being able to deliver a range of key local services, parish and town councils are also able to support events and initiatives which promote community spirit and inclusiveness, award grants to community groups, sports clubs, charities and other voluntary sector organisations and can regularly ask the question “What else can we do for the local area?”

“For all the talk of structures and processes, we’re only as good as the people who represent us.

People who are dedicated to improving people’s lives every single day through their hard work and dedication. So, I’d like to say a big thank you to all of you.”

Local Government Minister Rishi Sunak MP speaking at the National Association of Local Councils Conference in 2018.

PARISH AND TOWN COUNCILS



Northamptonshire has 264 civil parishes, with 213 parish and town councils and 51 parish meetings (West - 161, North - 103)



There are 1,958 parish and town councillors in Northamptonshire (West - 1,200, North 758)

£11M

The precept income of parish and town councils in Northamptonshire (West - £6.98m, North - £4.03m) (2019/20)

QUALITY OF LIFE

Parish and town councils improve the social, environmental and economic wellbeing of their communities. Quality of life is enhanced.



VALUE FOR MONEY

The average Band D tax rate in 2019/20 for parish and town councils in Northamptonshire is just £66.51 per household per year (West - £73.74, North £55.33)

A GROWING MOVEMENT



There are almost 10,000 parish and town councils in England, and the number is growing all the time, in particular in more urban areas, including London and Birmingham. In Northamptonshire new councils are proposed in Wellingborough and Northampton, and soon Kettering and Corby may bring forward similar proposals.

BUILDING COMMUNITIES



With the right support and investment from the unitary councils, parish and town councils can play a vital role in building stronger and safer communities.



West Northamptonshire

West Northamptonshire has 124 parish councils, 3 town councils and 34 parish meetings (total 161 civil parishes). The largest is Daventry Town Council with nearly 20,000 electors. The smallest is Althorp Parish Meeting with less than 20 electors. In 2019/20 parish and town councils in West Northamptonshire precepted £6.98 million. The average Band D tax rate for parish and town councils in West Northamptonshire is £73.74 (compared to the county average of £66.51 and the national average of £68.35).

West Northamptonshire currently has 8 parish and town councils with 5,000 or more electors:

Council	Electorate
Daventry Town Council	19,367
Duston Parish Council	13,055
Brackley Town Council	10,814
East Hunsbury Parish Council	7,518
Towcester Town Council	7,137
Billing Parish Council	6,800
Wootton Parish Council	6,099
Upton Parish Council	5,289

A likely consequence of Local Government Reorganisation (LGR) will be the creation of new parish or town councils in the currently unparished areas of the borough of Northampton. Two models have been proposed: a very large town council to cover the whole unparished area, or a large town council covering the central area and five parish councils to the north and east. Whichever model is chosen it is vital to democracy and community cohesion that the whole of West Northamptonshire is parished as the unitary council is formed.

West Northamptonshire is categorised by the urban area of Northampton to the east surrounded by a rural hinterland stretching down to Aynho in the south west. The market towns of Daventry, Towcester and Brackley and the large

village of Brixworth provide important rural hubs across the area. There are over two hundred small villages, hamlets and settlements in West Northamptonshire.

There are 1,200 parish and town councillors in West Northamptonshire who will provide an important link between communities and the 93 councillors on West Northamptonshire Council. By working together, they can ensure that the move to unitary local government does not create a democratic deficit.

North Northamptonshire

North Northamptonshire has 77 parish councils, 9 town councils and 17 parish meetings (total 103 civil parishes). The largest is Rushden Town Council with over 23,000 electors. The smallest is Strixton Parish Meeting with just 30 electors. In 2019/20 parish and town councils in North Northamptonshire precepted £4.03 million. The average Band D tax rate for parish and town councils in North Northamptonshire is £55.33 (compared to the county average of £66.51 and the national average of £68.35).

North Northamptonshire currently has 7 parish and town councils with 5,000 or more electors:

Council	Electorate
Rushden Town Council	23,291
Desborough Town Council	8,707
Burton Latimer Town Council	7,116
Raunds Town Council	6,883
Irthlingborough Town Council	6,787
Higham Ferrers Town Council	6,608
Rothwell Town Council	6,299

A likely consequence of Local Government Reorganisation (LGR) will be the creation of new town councils in the currently unparished areas of Corby,

Kettering and Wellingborough. These new town councils will be larger than Rushden Town Council. Wellingborough is furthest advanced with its plans, with Wellingborough Town Council being created on 1 April 2020.

North Northamptonshire is categorised by the three borough towns of Corby, Kettering and Wellingborough in the west and the smaller towns of Rushden, Higham Ferrers and Irthlingborough in the south. Much of the eastern half of the area is very rural and sparsely populated with the larger villages and market towns of Barton Seagrave, Earls Barton, Finedon, Irchester, Oundle, Thrapston and Raunds providing important rural hubs across the area. There are over one hundred and fifty small villages, hamlets and settlements in North Northamptonshire.

There are 758 parish and town councillors in North Northamptonshire who will provide an important link between communities and the 78 councillors on North Northamptonshire Council. By working together, they can ensure that the move to unitary local government does not create a democratic deficit.

Evidence Base

This document was written by Northants CALC following extensive discussions internally and engagement with parish and town councils at various events over the past three years. It is also informed by the previous strategic partnership work with the county, borough and district councils in Northamptonshire.

Examples of the evidence used are:

- Northamptonshire Council's Charter 2010 - 2013
- SWOT Workshop July 2018
- Councillor Panel surveys 2018, 2019
- North Northamptonshire Local Council Forum – June 2019
- West Northamptonshire Local Council Forum – June 2019
- Northants CALC Board Away Days 2016 – 2019
- Meetings with Corporate Core – Parish & Town Councils at Milton Keynes Council unitary authority
- Dialogue with Parish Liaison Team at Market Harborough District Council
- Continuous dialogue with principal councils and parish and town councils in Northamptonshire

About Northants CALC

The Northamptonshire County Association of Local Councils (Northants CALC) is a membership organisation representing the parish and town councils of Northamptonshire.

The organisation started in 1947 when local government reforms began after World War Two. For over seventy years Northants CALC has provided legal and technical advisory services to member councils with the backing of the National Association of Local Councils (NALC) based in London.

More than 96% of the 213 parish and town councils in Northamptonshire are in membership. The members range from the smallest of parish councils with just a few hundred electors to the largest town councils with tens of thousands of electors.

The Association provides a range of services to member councils and is the primary representative and advocate for local councils in Northamptonshire.

www.northantscalc.com

Northants CALC | October 2019



Empowering Parish and Town Councils



Joint Standards Complaints Committee 16 October 2019

Update on Review of Governance at Easton on the Hill Parish Council.

Purpose of report

To inform the Committee of the latest position in relation to the progress of the Action Plan arising from the Review of Governance at Easton on the Hill Parish Council.

Appendices

Appendix A - Action Plan for Easton on the Hill Parish Council

1.0 Background

- 1.1 As reported at the last meeting, in 2017/18 a number of complaints were received against councillors representing Easton on the Hill Parish Council. The Initial Assessment in all cases recommended that 'other action' be taken in the form of a mediated, independent Governance Review of the Parish Council. This review was subsequently carried out by Hoey Ainscough Associates Ltd and the findings of the review were presented to the Parish Council in July 2018. The final report was published on the EOHPC website – see: http://www.eastononthehill.com/village-life/ewExternalFiles/HAA_Easton_final%20report.pdf.
- 1.2 The report contained 26 recommendations, including that Easton on the Hill Parish Council should report to the Monitoring Officer of East Northamptonshire Council, in 6 months and again in 12 months after the date of that report, on its progress in implementing an action plan to address the report's recommendations.
- 1.3 After consideration of the progress made after six months, this Committee commended the progress made to date and reiterated its continued interest in and awareness of the review. However, it also noted the importance of the Parish Council maintaining progress in meeting its recommendations, asking for an additional 9-month update with further information regarding who is responsible for taking the proposed actions and when, together with details of the outcomes/changes achieved by the work to date as outlined in the final column of Appendix A of that report. The Committee also noted that it expected that all recommendations will be implemented by the 12 month report. A letter to this effect was sent by the Monitoring Officer in early April 2019.

2.0 Latest Position

- 2.1 Since the last report two formal Code of Conduct complaints received in relation to Easton on the Hill Parish Councillors are still ongoing, four have completed the Initial Assessment stage and one is still being investigated. The remaining three are currently in the initial assessment phase.
- 2.2 The letter written by the Monitoring Officer was not received in time to be discussed at the April meeting of the Parish Council. However when it was discussed at the May meeting the deadline for 9 months had already been reached and the 12 month report was due in the month of July. The Parish Council considered that implementation of all the recommendations was unachievable in the current situation. The Parish Council

has therefore requested an extension to the deadline and this was granted by the Joint Standards Complaints Committee. An updated appendix A is attached for members to note.

3.0 Summary

3.1 It is clear that issues remain to be resolved at the Parish Council. It should be emphasised that the point of the review and its subsequent recommendations was to provide the Parish Council with a route map to resolving its internal issues and preventing further complaints.

3.2 Attached at Appendix A is the current position in respect of the recommendations.

4.0 Equality and diversity issues

4.1 There are no known negative equality and diversity issues arising from this paper.

5.0 Privacy Impact Implications

5.1 There are no privacy implications arising from this report.

6.0 Legal implications

6.1 This report outlines activities undertaken under local arrangements which reflect the Localism Act 2011 and related regulations.

7.0 Risk management

7.1 Full implementation of the recommendations in the Governance Review should reduce the risk of further complaints of breach of the Councillor Code of Conduct at this Parish Council.

8.0 Resource and Financial implications

8.1 There are no new financial or resource implications arising from this report.

9.0 Constitutional Implications

9.1 There are no constitutional implications for ENC arising from this report.

10.0 Implications for our Customers



10.1 Some of the recommendations are intended to improve the arrangements for the organisation and transparency of council meetings which will benefit local residents wishing to find out more about the council's activities.

11.0 Corporate outcomes

11.1 The work reported here contributes to the Corporate Outcome of Effective Management.

12.0 Recommendation

12.1 The Committee is recommended to review progress, recognise the achievements to date and highlight any further areas of concern.

Legal	Power:	Localism Act 2011			
	Other considerations:				
Background Papers:					
Person Report:	Originating	Babs Morris, Monitoring Officer, ☎ 01832 742108, ✉ bmorris@east-northamptonshire.gov.uk			
Date: 03/10/19					
CFO		MO 07/10/19		CX 08/10/19	

2018 GOVERNANCE REVIEW ACTION PLAN					RAG RATING (RED = No/Limited Progress, AMBER = Good progress but not yet completed, GREEN – Complete/close to completeion)	
	Recommendation	Resolution - EGM Sept 2018	Action at EGM	Action to date – February 2019		Update September 2019
R1	The Council should develop a comprehensive and ongoing training and development strategy.	This is considered priority 1	The council were given several examples of training policies and these need to be reviewed and the statement of intent adopting	In-house Cllr training event arranged for 25 Feb 2019 (training delivered by Danny Moody, CEX NCALC) <ul style="list-style-type: none"> • Further training to be arranged following this session once requirements established. • Training Budget for Cllrs and Clerk included in 2019/20 Estimates. 	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"> • What further training need was identified? • When will that be carried out? • How much is budgeted for this training for 2019/20? 	A training needs analysis will be done, especially now we have new Cllrs, training opportunities will be sought, however any more training will probably be done next year after the election and new budget. More training has already taken place; chairmanship, planning and new councilors training is booked. This year there is £200 Clerk and £100 Cllrs in budget – already accounted for. More £ will be built into the budget for training for next year. New training manager in place at ENC too might offer more opportunities and courses.
R2	The Council should develop an agreed understanding of the role and expectations for individual councillors when they are acting as Full Council, as committee members, as individuals and as representatives of the Council externally.		The Council felt that much of this was included in the Good Councillors Guide, but would like further guidance from NCALC	<ul style="list-style-type: none"> • To be included in In-house training event arranged for 25 Feb 2019 • Policy to be written and adopted by May 2019 setting out expectations. 	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 up for election, 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.	This is considered priority 1 and definitely needs to be addressed asap	Councillors were given examples of correspondence and vexatious correspondence policies to review and to be adopted as soon as possible	<ul style="list-style-type: none"> Unreasonable Complainant Policy & Procedure adopted Jan 2019 Customer Service Policy to be written and adopted to set out standards of responses 	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?	A Correspondence/Customer Service Policy has been written by the Clerk and was agreed at the September 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"> Adopted – regular agenda item 	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"> Staffing Cttee to be reformed now that all vacancies have been filled Member/Officer Protocol adopted at Jan 2019 meeting 	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 Terms of Reference were agreed at the September meeting and included sick absence policy. Discipline/grievance and appraisal to follow shortly. Clerk to write. Unsure about need for work schedule at the present time but will review.
R6	The Council needs to agree a member-officer protocol which would include a shared agreement as to the circumstances when members should have access to officer time and how the clerk should respond to queries from individual members.	Priority 1	To be addressed	<ul style="list-style-type: none"> Member/Officer Protocol Adopted at Jan 2019 meeting Further work required on response times to and from Cllrs and Clerk 	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.	Cllrs asked about response times and agreed that 48 hours will be the standard, to be in the Customer Service policy. Clerk hours/availability have been added to Email signature.
R7	The Council should ensure that there is an appropriate performance appraisal framework in place for the clerk which supports development of the clerk and ensures performance is rewarded accordingly and a clear route for the clerk to raise staffing issues.		To be addressed by the new Staffing committee	<ul style="list-style-type: none"> Action outstanding – to be reviewed along with Clerks role for new appointment 	No evidence as no confirmation that Staffing Cttee has been formed. <ul style="list-style-type: none"> What action has been taken to secure a permanent Clerk? Lack of Staffing Committee should not have prevented this being implemented by Full Council. Has anything been done/reviewed in preparation for appraisal system?	New, permanent Clerk is In place. Staffing Committee and policies above to address other issues.

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"> 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 	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.	At a separate, dedicated 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 anyway.
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"> That the Clerk ensure an electronic copy of all up to date Policies and Procedures be available at all meetings for reference 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 	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. Newer, recently agreed ones will be added asap. By the Clerk. 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"> Action outstanding - To be included for adoption in May 	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"> Recording of Meetings Policy to be presented for consideration 	The Monitoring Officer would welcome details of what additional benefit adoption of a policy would and whether a process which outlines the position for the public attending the meeting might provide a faster response.	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.
R12	The Parish Council should collectively agree what language is and is not appropriate in meetings and correspondence among councillors and with the clerk, how such language should be challenged in meetings and how meetings can be run more efficiently without getting bogged down in minutiae nor stifling legitimate debate.		It was Resolved to include this with R8	<ul style="list-style-type: none"> The use of the term Clerk/Chairman and Cllrs within meeting has been introduced by Locum Clerk and Cllrs have adopted unofficially at the current time. 	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. Members of the public are reminded about the policy on speaking in public at each meeting 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"> Action outstanding - Staff handbook to be presented for consideration 	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.	Priority 1	To include with R1	<p>Resolution at Feb 2019 meeting-</p> <ul style="list-style-type: none"> That further work be undertaken on the Councils governance for delegation of duties through working parties and committees 	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.</p> <p>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"> Action unknown – if adopted it is not a written policy and not advertised on the website 	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"> That further work be undertaken on the Councils governance for delegation of duties through working parties and committees 	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"> Locum Clerk minutes are in preferred format. Permanent Clerk to be encouraged to continue this style of minute writing 	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"> Action outstanding – see R9 	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.	Hardcopy is being kept at the venue. Laptop has policies all saved as files so can access at a meeting if needs
R19	The Council needs to ensure members of the public understand their role at the meeting and how the Council works through provision of appropriate information.		Both R19 and R20 are covered in Standing Orders and the Chairman reads out the statement at the meeting and it is included in the agenda. It was Resolved that the chair can invite a member of the public to give	<ul style="list-style-type: none"> Public Participation Policy adopted at Jan 2019 meeting and published on website 	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"> Recommendation adopted 	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"> That a working party be formed at the APM 	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 Terms of reference done Leaflets sent to residents to ask what they want – responses being analysed for next steps.

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"> That a working party be formed at the APM to review the implementation of the Village Plan and move it forward. 	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 more volunteers and a date for a first meeting. 5 in total at the moment. Lots more advertising for new members will be done if necessary and a special event is planned to encourage residents. Money raised at shop collection box to be donated to VPWP after Xmas
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"> That a working party be formed at the APM to review the implementation of the Village Plan and move it forward 	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"> Locum Clerk providing best practice advice 	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"> Action unknown 	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"> This review submitted as 6-month report. 	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	9 month report not possible. Extension requested. Extension of 3 months granted by JSCC on 17/7/19.

					by the end of the 12 months.	
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