

# MINUTES OF THE FIRST MEETING OF THE VILLAGE PLAN WORKING PARTY

**Held on 15<sup>th</sup> October 2019, at the Village Hall**

Present: Anne Cutforth (Parish Council representative, Chair of the Parish Council) , Jenny Rice (Clerk to the Parish Council), Ken Rawson (representing the Triple B Club), Deborah Davenport (representing the Horticultural & Crafts Society)

Apologies: Lady Hunt

Jenny Rice (JR) confirmed that at the previous evening's Parish Council meeting, there were a number of absences so no-one else from the PC had volunteered to join this Working Party. It was suggested that Cllr. Ward be asked to join. Also, it was agreed to re-approach Janice Wilson who had previously shown an interest.

There was no pre-agreed Agenda apart from considering the draft Terms of Reference. However, it was agreed that Anne Cutforth (AC) would act as Interim Chair until there are more members on the Working Party. Deborah Davenport (DD) offered to act as Secretary.

The group then agreed to consider the draft Terms of Reference and next to work through the Village Plan to identify action points and consider what has been done, any actions which could be linked to the Village Plan, what could be done, and to prioritise any actions to be done.

## Item 1:

Draft Terms of Reference: all had read these and the only comment was from DD, who inquired of JR why there was a clause allowing any Parish Councillor to attend the Working Group meetings, whether they were a member of the group or not. JR confirmed this was not a requirement and it was agreed to remove this.

JR to up-date the Terms of Reference.

## Item 2:

The Group worked through the Village Plan 2017, section by section, as below.

Topic	What's already been done or in place that would link to VP	What else can we do? (who is to take this forward?)
History & Heritage	<p>Church Guide (joint venture between the Friends of the Church and the History Group)</p> <p>Village Trail (the History Group)</p> <p>Priest's House Opening /temporary exhibitions (Priest's House trustees and the History Group, and others)</p> <p>Village Archive</p>	<p>It was noticed that the Church Guide and Village Trail are in similar format: could we have a series of such leaflets highlighting other features of the village and even surrounding area?</p> <p>Who is the current Archivist? (Ken Rawson [KR] to inquire)</p>

	<p>Church as an “alternative venue” (Friends of the Church)</p> <p>School – especially the old school records/archive</p> <p>Web-site</p> <p>Books on Easton (there are at least 3 publications)</p>	<p>KR to discuss with Pat Firth what the main ideas were</p> <p>DD to ask Steve Forster (Chair of the Garford Trust)</p> <p>This could be promoted much more, but does it need more active management (current web-master is Graham Lilley who is away a lot)?? Ask for a volunteer?</p> <p>Have a number of copies available at, say, The Priest’s House or in the Church?</p>
The Natural Environment	<p>AC had an old map of a walk around the village</p> <p>Planting around the village – the Horti Soc have already been involved in bulb planting, the centenary tubs, The Priest’s House, the development at CIPS and the Labyrinth</p> <p>School and enterprise involvement – whilst still open the school was starting to develop the grounds, and Little Lane Nursery are keeping Buddleia Grove clear to be used as a Forest School room. Some of our local firms have sponsored activities</p>	<p>This could be the basis of a revised/up-dated version (perhaps one of the leaflet style mentioned above)? We could approach Jeff Davis?</p> <p>AC to approach the Wildlife Trust to ascertain if any “offers” available</p> <p>The Horti Soc are working with CIPS on a Community Orchard for the village, which will hopefully be a project for the Junior Horties to take forward</p> <p>The project above is also relevant to this point</p>
The Built Environment	<p>The recommendations in the Village Plan for this topic are primarily the responsibility of the Parish Council</p>	<p>Ensure that any communications are fed through as many different media as possible?</p>
Recreation and Leisure	<p>This element is being dealt with by the Playing Fields Working Party</p>	
Transport	<p>Call Connect is still operational</p>	<p>Need up-to-date timetables: could we obtain a supply of leaflets from Call Connect?? They could be placed on the Village Hall Notice Board, on the one at the Millennium Park? And then the details</p>

		<p>could be posted on the website and kept up to date?</p> <p>AC to contact Call Connect</p>
Traffic/Roads and Paths	<p>There is a Traffic Working Party already in place, which should include communications on speed awareness</p> <p>The up-grade to the lighting has been completed</p> <p>Regarding parking issues outside the Post Office there continues to be an issue on, for example, rainy days</p>	<p>Our recommendation is to request the Parish Council to go back to the District Council about removing the grass verges to create more parking bays. The argument is that there has been further housing development and as a consequence more traffic</p>
Education	No recommendations made in the Village Plan	
Employment	<p>We believe that Debra Asher started a directory of village businesses</p> <p>Also, the History Group used to publish similar information at the back of their calendars</p>	<p>DD to investigate</p> <p>DD to investigate</p> <p>We thought that a new leaflet (in the style mentioned above) could be produced: Welcome to the Village. This could include useful information such as refuse collections, Church Services, Post Office opening times, as well as services such as builders, gardeners, Little Lane Nursery. Could local business sponsor this??</p> <p>KR to consider options</p>
Health & Wellbeing	<p>The Village Hall hosts Diabetes Prevention courses</p> <p>Some of the existing guides (e.g. the Village Trail) feed into this topic</p>	<p>Request that these be extended to include villagers</p> <p>KR had a Guide to Gardening for the Elderly – this could be up-dated and added</p>
Communications	The first recommendation was for a village guide – we have incorporated this into the Employment section	We feel quite strongly that communications are hugely

		important: we already have a number of information sources (website, What's on the Hill, News & Views...) and yet people still say they don't know about events. We feel in particular that the website should be the first port of call for information.
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Overall, it was felt that there was a lot of material out there, particularly in terms of History & Heritage, which we need to “pull together” and publicise.

It was agreed that we will approach other “subject matter experts” when needed, as well as trying to encourage at least two more villagers to come onto the Working Party.

We agreed that these minutes should be presented to the next Parish Council meeting (14<sup>th</sup> November).

We also agreed that there should be a “launch event” where we share our progress so far with the village: we envisage using the Village Hall one evening, providing some free refreshments (cost implication to the Parish Council). We will seek approval for this event to be held on Tuesday 19<sup>th</sup> November.



# Village Plan Working Party

## Terms of Reference

Adopted on (date)

Original signed (Chairman)

Date	Details of any revision

Schedule of review: (date)

## **Terms of Reference for the Village Plan Working Party (VPWP)**

Easton on the Hill Parish Council has appointed this working party to discuss the Village Plan in detail, to meet with other electors, officials of other bodies, contractors etc. to implement the recommendations put forward in the Village Plan of 2017. These terms of reference set out the membership, remit responsibilities and reporting arrangements of the Village Plan Working Party (VPWP). The VPWP is appointed by, and responsible to, Easton on the Hill Parish Council.

### **Membership**

Members of the working party will be appointed every year at the Annual Parish Council meeting or another meeting as agreed by Full Council. Further members may be co-opted at the discretion of the Parish Council.

The constitution of the working party shall be a minimum of four members - at least two parish councillors and up to six non-councillors who either live or work in the village. They will undertake to represent the whole community and not just the views of group members. Representatives from other organisations may be invited to a meeting to offer expertise and guidance.

For a meeting to be valid there must be a quorum of at least 3 members, one of whom must be a Parish Councillor. Resolutions of the VPWP will be made by majority agreement by show of hands of those present and voting. The Chair has the casting vote if required.

A Chairman will be appointed for the working party every year at the Annual Parish Council meeting. If the Chairman is absent from a meeting, another person must be appointed to Chair that meeting.

The Chairman will be the main point of contact for Council staff, Council members and members of the public.

### **Record of meetings**

At the first meeting of each year a secretary will be appointed to take minutes of meetings and submit these to the Clerk of Easton on the Hill Parish Council (PC), unless the Clerk is present at the meeting.

The Terms of Reference and minutes of all meetings should be published and available to the public. An agenda will be approved by all members with requests for agenda items being submitted to the secretary 7 days prior to the meeting to enable the secretary to produce and circulate the agenda. A copy of the minutes will be sent to the Clerk at the PC to be included with associated paperwork for PC meetings. Minutes will be seen by the Chairman prior to being submitted to the Clerk.

## **Powers**

The Working Party has no spending powers, nor can it make decisions on behalf of the Parish Council. It is an advisory group with no delegated powers of the Parish Council.

Any changes to these Working Party Terms of Reference shall require Parish Council approval.

## **Responsibilities and areas of operation**

Working parties are not a public meeting so do not have to be advertised.

The working party will look at specific areas or issues which may be identified in the village plan.

They will recommend ways to deliver the suggestions made in the plan, and to update the plan as considered necessary. An action plan will be drawn up as soon as possible, after consultation with residents, on the priorities for the VPWP to address.

The working party will report monthly to The Parish Council for a resolution on any important decisions recommended; and for a resolution to spend money on a particular item.

The Working Party and all its proceedings and communications shall be subject to the provisions of the Data Protection Act, General Data Protection Regulations and the Freedom of Information Act.

## **Frequency, Timing and Procedure of Meetings**

The Working Party shall meet as and when required and agreed by all members.

All members will follow the Council's code of conduct in its dealings.

The VPWP will endeavour to cost up any recommendations.

The PC will assist the VPWP to source external advice when requested and as soon as practicable.

## **EASTON ON THE HILL PARISH COUNCIL**

### **POLICY ON FILMING, AUDIO-RECORDING, PHOTOGRAPHING AND REPORTING OF COUNCIL MEETINGS**

1. The Openness of Local Government Bodies Regulations 2014 (2014 SI No. 2095) which came into force on 6 August 2014, require parish councils to allow any person to film, audio-record or take photographs of, and to report on, the proceedings of any part of a meeting which the public are entitled to attend by law.
2. The Regulations do not require parish councils to allow filming etc of any part of a meeting where the public are excluded by reason of the confidential nature of the business or where publicity would be prejudicial to the public interest. Exclusion of the public must be authorised by a resolution of the meeting and the reason for exclusion must be stated.
3. The Regulations apply only to formal, decision-making meetings of the Council, a committee or a sub-committee and not to informal meetings or meetings of a working party without decision-making powers.
4. The Department for Communities & Local Government has published a plain English guide to the Regulations (available at <https://www.gov.uk/government/publication/open-and-accountable-local-government-plain-english-guide>).
5. The Parish Council has no objection to quiet and inconspicuous filming, photography, tweeting and blogging using a hand-held device such as a mobile phone or tablet. Oral commentary in the meeting room during a meeting is not permitted by the Regulations and may be disruptive.
6. The Parish Council asks anyone proposing to use a device larger than a mobile phone or tablet to notify the Clerk prior to the start of the meeting so that proper facilities can, if possible, be provided.
7. The Regulations apply to councillors as they do to members of the public but councillors will wish to ensure that they are not distracted from the business of the meeting.
8. Members of the public who attend a meeting merely to observe it are not taking part in the proceedings and the Parish Council asks others not to film or photograph them without their consent. Children or vulnerable adults attending a meeting should not be filmed or photographed.
9. Anyone acting in a disruptive manner may be asked by the Chair to stop doing so and if they continue they may be asked to leave the meeting. The DCLG guide gives the following example of disruptive activity.
  - . moving to areas outside the areas designated for the public without the consent of the Chair.
  - . excessive noise in recording and setting up or re-siting equipment during the meeting.
  - . intrusive lighting and use of flash photography.
  - . asking people to repeat statements for the purposes of recording.



10. Recording equipment may be left running in the meeting room even if the person using it leaves the room. However, it may not be left running for a part of a meeting where the public are excluded and an officer of the Council may stop the recording or switch off the equipment if this happens.
11. Those filming etc. meetings are reminded that requirements of general law apply to their activities, for example:
  - . the requirements of the Data Protection Act 1998 apply to personal information about living individuals including visual images:
  - . there may be legal liability for defamatory or offensive statements, including statements made by people being filmed that are “published” by the person filming.
12. The Parish Council cannot advise on general law and accepts no liability for any material created by those filming etc. a meeting.
13. The Parish Council will review this policy after twelve months.

Adopted by Easton on the Hill Parish Council 10<sup>th</sup> November 2014

Reviewed 11<sup>th</sup> November 2019

Signed ..... Chairman

## **Emails for information/meeting November 2019**

### **BUDGET INFO**

To All Member Councils:

Parish and town councils normally start preparing their budgets now for the following financial year with a view to setting the precept at their January meeting. Here is my annual e-mail providing information on precepts, budgeting, subscription costs, internal and external audit fees, salary costs and, for the second year, the impact of local government cuts and Local Government Reorganisation (LGR).

### **Precept Referendums**

Unlike our principal council cousins, parish and town councils are not restricted in the increases that can be applied to precepts. Once again, the government has indicated that there are no plans to apply "capping" to parish and town councils. In a technical consultation document related to the Local Government Finance Settlement, the government says *"In 2019-20 the average Band D parish precept is £67.18, an increase of 4.9%. This is the same percentage increase as in 2018-19 and compares to an increase of 6.3% in 2015-16. The Government remains concerned about the pressure placed on taxpayers from thousands of town and parish councils across England and expects them to exercise even greater restraint in 2020-21. On this basis, the Government proposes to continue with no referendum principles for town and parish councils in 2020-21 but will keep this matter under active review for future years."* It's important to note that it is a proposal not a policy, but there is no reason to suspect that there will be any change and councils should budget on the basis of no referendum principles being applied for 2020/21.

### **The Budget Process**

All parish councils are under a **statutory duty to produce a budget**. Please see the article in *eUpdate* (<http://www.northantscalc.com/uploads/ncalc-eupdate-sep-2016.pdf>) on budgeting starting at page 13. The Practitioner's Guide is also a helpful resource on budgeting. The latest copy was emailed to member councils in April, and it can also be found at <https://www.northantscalc.com/uploads/practitioners-guide-2019.pdf>.

### **Impact of local government cuts and Local Government Reorganisation (LGR)**

It is impossible to advise councils what they should put in the budget for 2020/21 to make up for services that are being reduced by other parts of the public sector. This is partly because it varies from council to council and partly because there are so many unknowns. The issues range from a few hundred pounds to fill grit bins to several hundred thousand pounds for libraries. All councils are advised to consider what services are being lost in their areas and whether or not they wish to make provision for them. The current list includes grit bins, grass cutting of verges (S136 grants are likely to be withdrawn), rural bus services and libraries. A whole raft of other highway service reductions are due to be considered by NCC soon and we do not yet know what the impact of that will be. More generally, there is likely to be an enormous amount of activity in 2020/21 related to LGR so councils may wish to think about a special "LGR fund" to cover things like councillor and officer attendance at briefings and seminars and additional community engagement activity. I know that some parish and town councils like to budget to the penny but, given the very uncertain operating environment we have, it might be more prudent this time to build in contingency funds, to boost general reserves and to make sure the council is well prepared to weather whatever storm is coming. It's not an easy task when times are tough for everyone and unnecessary increases in precept are undesirable, but it's definitely a time to make sure the war chest is well stocked!

## Elections 2020

Northants CALC has always advised councils to budget for a quarter of the cost of an election each year, in order to help smooth out the peaks. The likely election costs for May 2020 have not yet been issued by the borough and district councils, but a rule of thumb is that a contested election can cost up to £1 per elector (less for bigger parishes and towns).

## Northants CALC Membership Subscription Fees

The subscription fee your council pays for membership of Northants CALC and for the National Association of Local Councils (NALC) is based on the electorate in the parish.

The Northants CALC AGM held on 5 October 2019 voted in favour of the board's recommendation that the Northants CALC membership fee for the year starting 1 April 2020 and ending 31 March 2021 be increased by inflation (CPIH July 2019 – 2.0%) from 23.76 pence to 24.24 pence per elector and the base rate from £158.38 to £161.55. Don't forget though that because the fee is based on electorate if your electorate goes up then your fee will also rise accordingly.

The National Association of Local Councils (NALC) membership fee is increased from 6.99 pence to 7.20 pence per elector for the year starting 1 April 2019 and ending 31 March 2020.

The invoices for membership of the year starting 1 April 2020 and ending 31 March 2021 will be sent out at the start of April 2020.

The impact of the fees increase at various sizes of council is:

Electorate	YE 31 March 2020	YE 31 March 2021	Real terms increase
250	£235.27	£240.15	£4.88
500	£312.15	£318.15	£6.00
1,000	£465.91	£475.95	£10.04
2,500	£927.21	£947.55	£20.34
5,000	£1,696.03	£1,733.55	£37.52
9,999	£3,233.37	£3,305.24	£71.87

Larger councils (10,000 – 30,000 electorate) are charged a fixed fee for membership of Northants CALC. The board of directors recommends to the AGM that the fixed fee per council for the year starting 1 April 2020 and ending 31 March 2021 be increased by inflation (CPIH July 2019 – 2.0%) from £2,534.14 per council to £2,584.83 per council. The total fee payable will therefore be (£2,584.83 + NALC Affiliation fee\*). The equivalent fee for super councils (30,000 + electors) is increased from £4,603.50 to £4,695.57.

Parish Meetings with less than 100 electors AND no precept are offered affiliate membership for 2020/21 free of charge.

The maximum fee that any council or parish meeting pays is capped at £1 per elector.

## Internal Audit Fee

All parish and town councils (and parish meetings that raise a precept), regardless of size, **must** appoint an independent and competent internal auditor. Approximately two thirds of councils in Northamptonshire already use the Northants CALC Internal Audit Service (IAS) and the

fee for this is based on the council's expenditure as follows:

Band	Expenditure	Expenditure	Council Fee y/e 31 March 2020	Council Fee y/e 31 March 2021
1	£0	£5,000	£98.00	£102.00
2	£5,001	£25,000	£176.00	£180.00
3	£25,001	£50,000	£218.00	£222.00
4	£50,001	£100,000	£265.00	£270.00
5	£100,001	£200,000	£338.00	£345.00
6	£200,001	£300,000	£422.00	£430.00
7	£300,001	£400,000	£466.00	£475.00
8	£400,001	£500,000	-	£520.00

If your council uses IAS you will be invoiced at the start of April 2020 for the audit of the year ending 31 March 2021. If your council has gone from one band to another (up or down) then you should budget accordingly, otherwise the figures are as set out in the last column of the table. The Internal Audit Service is also available to non-member councils but the above fees are doubled.

### External Audit Fee

The fees for external audit for the year ending 31 March 2020 are:

Income & Expenditure band (£)	Fee per council (£)
0 – 25,000	£200 (see note)
25,001 – 50,000	£200
50,001 – 100,000	£300
100,001 – 200,000	£400
200,001 – 300,000	£600
300,001 – 400,000	£800
400,001 – 500,000	£1,000
500,001 – 750,000	£1,300
750,001 – 1,000,000	£1,600
1,000,001 – 2,000,000	£2,000

Note: An authority with neither income nor expenditure exceeding £25,000 will have the right to certify that it is an exempt authority and in normal circumstances **no fee will be payable**.

### Salaries

The salary scales for 2020/21 have not yet been published. The unions submitted a claim for a 10% increase and this is being considered by the employer's bodies, although it is unlikely to come to fruition. It is not possible to advise what percentage increase to include in the budget. Inflation is around 2%, so perhaps somewhere between 2 and 10%?

### Training

All councils should have a Training Statement of Intent, a Training Plan and a Training Record. All councils should allocate a budget for training for councillors and staff in line with the agreed Training Plan. If your council doesn't have these three documents and an associated budget provision in place yet please contact Northants CALC for guidance.

### **Northants CALC Data Protection Officer (DPO) Service**

Northants CALC acts as the DPO for virtually all the parish and town councils in the county. We are the only CALC in England to offer such a service. There is no legal requirement for a parish or town council to appoint a DPO, but even if it doesn't have a named officer it stills has to fulfil the duties of a DPO. In most cases this would fall to the clerk and Northants CALC thinks that creates an unnecessary burden. Our intention is to continue offering the DPO Service, for which we make a small administrative charge of £10 (billed in April along with the membership fee). If your council wishes to continue to appoint Northants CALC as DPO in 2020/21 it will need to include the fee in its budget. I must repeat that there is no legal requirement for a parish or town council to appoint Northants CALC as DPO, but we think it makes a lot of sense to do so!

### **General**

I hope that this information helps and assists your council with its budget process. If you have any questions regarding budgeting, internal controls, salaries or any other aspect of council finance please let me know. That's what we're here for!

Best regards,

Danny.

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Danny Moody

## What the Flood

Hi there

The Environment Agency runs an annual campaign to encourage people to know what to do to protect themselves and their property in a flood. While we will be sharing our campaign messages over the winter period, our campaign kick-starts with an intensive **Flood Action Week from 11 to 17 November 2019** and we would really like as much partner support as possible to help reach our target audiences.

I am pleased to be able to provide you with our partnership materials which you can use **from 11 November 2019** to help support our campaign. The partner pack of materials are available for download at: <https://shwca.se/whatttheflood>.

This year's campaign has a new look, with the strapline 'What the Flood?'. It focuses on helping people know what action to take in a flood, based on our Prepare. Act. Survive. flood plan. It would be great if you could help us spread the word by:

- Posting content on your social media channels
- Sharing @EnvAgency social media content
- Publishing information on your website
- Using our campaign email signature
- Adding information about the campaign into any internal and customer newsletters
- Encouraging your colleagues, partners and customers to support the campaign

In England there are more than million homes at risk of flooding. The average cost of flooding to a home is around £30,000. Flooding also brings a significant risk to life. The mental health impacts of flooding can last for two years or more after flooding has happened. Depression, anxiety and PTSD can affect up to a third of people who have been flooded.

But, crucially, taking steps to prepare for flooding, and knowing what to do in a flood can significantly reduce – by around 40% – the damages to a home and possessions, reduce risk to life, and reduce the likelihood of suffering from mental health impacts in the future.

Please do let us know if you can support and what you're doing during Flood Action Week by contacting [steve.pembroke-smith@environment-agency.gov.uk](mailto:steve.pembroke-smith@environment-agency.gov.uk).

If you have any questions about the campaign or how to use any of these materials, contact [audrey.callaghan@environment-agency.gov.uk](mailto:audrey.callaghan@environment-agency.gov.uk) or [laura.gottelier@environment-agency.gov.uk](mailto:laura.gottelier@environment-agency.gov.uk).

Thank you in advance for your support.

Kind regards

Steve

**Steve Pembroke-Smith**

Communications manager, Operational and Local Communications, East

All parish and town councils in Northamptonshire, including Easton on the Hill Parish Council, will have **elections on Thursday 7 May 2020**. These will coincide with elections to the shadow unitary councils and also the election of the Police, Fire & Crime Commissioner. Having a combination of elections is useful because it means the costs (e.g. polling station, presiding officers, returning officer etc) are shared; although the cost of an election should NEVER be a disincentive!

Because of Local Government Reorganisation (LGR), parish and town councillors are currently serving a five year term of office. The next term will also be five years and then every four years, so that parish and town council elections and unitary council elections are aligned in the future (2020, 2025, 2029, 2033 etc).

We have picked up that a large number of parish and town councillors will not be standing for re-election in May, so there will be more retirements than is usual. Normally around 20 – 25% of councillors retire at each election, which creates a healthy churn, but this year it could be as high as 40 – 50%. **This presents a real challenge to recruit new candidates** to ensure that there is a contested election (i.e. where there are more candidates than seats available).

Please could you **include an item on your November agenda** "*To consider the need to promote candidacy at the May 2020 elections*" (or words to that effect) and under that item try to determine how many existing councillors already know that they won't be seeking re-election. If councillors are willing to declare their intentions on the night then that would be great or, if they prefer, they can declare their intentions privately (in an email to the clerk) after the meeting. There is nothing in law that requires a councillor to make any such declaration, but the point is to help the council understand what it is likely to be facing in terms of candidates required. If only one or two councillors might be retiring then perhaps the usual promotion will be sufficient, but if your council is losing 40 – 50% of its current members then all the stops will need to be pulled out to promote candidacy.

Attracting new people to stand for election to the council is undeniably challenging; there are not hordes of people falling over themselves to enter public office! The national distrust of politicians and disillusionment with politics doesn't help, although conversely there is higher interest, particularly amongst younger people, in politics and public service and how things can be influenced at a local level.

Research shows that one of the key factors in promoting candidacy is **demonstrating the relevance of the parish or town council**. If people think that it's all about dog poo bins and benches (very important though those things are!) then they are unlikely to think that becoming a councillor can make a real difference to people's lives. If on the other hand they understand that parish and town councils can play a vital role in climate change, reducing loneliness and social isolation, spotting and filling in gaps left by principal councils and taking more responsibility for the development (or conservation) of the built and natural environment then they might decide that being a councillor is just what they were looking for. As Cllr Mel Usher from Frome Town Council says "*What we need to be creating is more flexible organisations, where the words "exciting", "innovative", "transparent", "welcoming", "experiment", "engaging", "laughter" and even "good try but a failure" echo around the village hall.*"

Northants CALC is working on some election materials that will be ready by the end of the calendar year for you to use in your campaigns, but it is important that this is on your agenda now. Whilst the date of the election itself is 7 May 2020, **nominations for election close at the end of March 2020**, so all candidates will have to have been recruited by then. Your campaign needs to start in earnest in early January and gradually ramp up until the end of March, and if your campaign is to start in early January you need to be thinking about it now!

And finally, I would like to completely debunk the myth that clerks and serving councillors cannot promote candidacy for election. **Clerks absolutely have a role in promoting the election**, promoting the council as a forward-thinking, progressive organisation, and explaining and promoting the mechanisms of being elected as a councillor. Serving councillors, whether they intend to seek re-election or not, should take responsibility for ensuring that there is a contested election in May. If every serving councillor undertook to recruit just one new potential candidate then that would almost certainly create a contested election!

Thank you in advance for putting this on your next agenda, and if you have any comments, questions or feedback just let me know.

Best regards,

Danny.

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Danny Moody



The Rt Hon Grant Shapps MP Department for Transport Great Minster House 33 Horseferry Road  
London SW1P 4DR 't7 October 2019

Dear Sir

Dangers of the A1:

The Views of Ketton Parish Council Ketton Parish Council is concerned about the accidents, closures, injuries and at times fatalities on the A1, particularly in relation to access and exiting the slip roads. The Council understands that between Peterborough and Blyth there is an average of two closures a week. This results in considerable economic cost, serious social problems and community issues. Ketton is located some two miles west of the A1 on the A6121 near Stamford. It is one of the largest village settlements in the County of Rutland, has a population of 2,000, Hanson Cement, one of the largest cement plants in Europe and a business and light industry park on Pit Lane. As a result Ketton generates significant traffic using the A6121 to join the A1 both northbound and south bound. Those using these roads are: - Commuters in cars travelling north towards Grantham and south to Peterborough and Cambridge - public transport is very limited from Ketton; - HGVs from/to Hanson Cement carrying both cement and bringing in the necessary raw materials, also vehicles of tradesmen and employees; - Users and visitors to the Pit lane business park- a recent survey of vehicles in Pit Lane (undertaken in the week beginning 2 September 2019) indicated an average of 972 vehicles a day, many of them HGVs; - Local people using the A41 as a by-pass avoiding the town centre of Stamford. It is Ketton Parish Council's view that the principal concerns are related to the design and layout of the slip roads and other accesses and exits to the A41. Ketton Parish Council  
Parish Offices, Stocks Hill Lane, Ketton, Stamford, PE9 3TW kettonpc@btinternet.com . 01 780 722 45  
I (Parish Clerk)

Good Morning

Augean has for many years formed its business strategy around support of critical UK business and services. To maintain our support we have evaluated a number of ways of maintaining the provision of a hazardous waste landfill situated in the southern part of the UK, which would continue to meet the identified national need for a facility to manage wastes for which disposal is the only option. It is envisaged that a soil treatment and recovery plant would be operated as a complementary facility alongside any landfill in order to maximise the recovery and reuse of materials wherever possible and to preserve the resource of the landfill.

The preferred option is to extend the ENRMF to the west, which would maintain the current facility with all the additional advantages of continued use of the existing infrastructure as well as retaining an employment site and sustaining the local supply chain. For that reason, we have entered into an option agreement to purchase approximately 90 acres of land to the west of the existing site which could extend the lifetime of the site for a further 20 years.

We need to undertake a number of site investigations and feasibility studies in order to make decisions about the future of the site, and any planning permissions and permits that would be needed, from a fully informed basis. In the next week or so a drilling rigs will be erected in the fields between the western part of the site and Fineshade Woods in order to conduct part of this process.

I wanted to notify you in advance of the investigations and explain what is happening as part of Augean's commitment to promote transparency and understanding of what we do and what the long term intentions of the company may be. I will keep you updated on the progress of the site investigations and any firm decisions that are made as a result.

We shall be holding our annual Open Day at ENRMF on Saturday 23 November 2019 and should be happy to address any queries that you have on that occasion.

If there is anything that you would like to discuss with me in the meantime, please do not hesitate to contact me.

Kind regards

**Carol Earp**  
**Communications Manager**

**Augean PLC**

Stamford Road  
Kings Cliffe  
PE8 6XX

Dear Colleagues,

Some of you will be aware that plans are being prepared for the eventual loss of a senior member of the Royal Family. None of us want this to happen, and we obviously can't say what and when it will happen. However, because they play an important role in the culture of this country and few of us have known anyone else in their roles, we do need to be prepared to play our part when the time comes. The name under which these plans are being co-ordinated is Operation London Bridge which you may have heard referred to in the media.

Most of what will happen will be set and orchestrated centrally by the Palace and the Government. However there is a Northamptonshire dimension to events and you may want to do something more locally.

The key steps and points you may want to consider at this stage are:

- In the age of 24/7 news and social media, no official action should be taken until the BBC or ENC have communicated the news via the using statement 'The Palace/ No.10 has confirmed...' (We have 24/7 communications rota for this purpose.)
- If you have a Union flag then official guidance states it should be flown at half-mast from 8 am on the day of the announcement until the day after the funeral (except for the day of any subsequent Royal proclamation when it should be raised to full mast at 11:00 and kept there until sunset when it returns to half mast). This includes Sundays so you may need to make special arrangements
- ENC plus the six Town Councils will be hosting condolence books which will be available 09:00-18:00 Mon-Fri. There will also be an on-line condolence website. ENC's website will include links to this and details of local arrangements and events . If you want to do something locally please liaise with ENC and we can provide additional information
- The Towns are also considering establishing places where people can lay flowers if they wish. If you would like to do something similar then again please liaise with ENC over the arrangements as you will need to consider issues such as safety of location, timing of their removal, retention of messages etc
- You will also probably need to review the diary for local and council events to see what should be postponed etc. This will generally be a local decision.
- If the death is that of the Monarch then there will be national and regional readings of the Proclamation of her successor on the 2<sup>nd</sup> day after the death is announced. ENC will hold an event at 4pm to which your civic lead will be invited. If you wish to read the proclamation locally ENC can provide the wording for events timed for 6pm or later.
- If you have photographs of the relevant royal please remove them or add black ribbons. You may also want to add black ribbons to any chain of office/other regalia and order black-arm bands and/or ties for your civic lead. (ENC can provide supplier details so you can organise this in advance).
- The funeral will be expected to take place on the 10<sup>th</sup> day after the announcement of the death. The day before the funeral, if for the Monarch, there will be a service of remembrance at Peterborough Cathedral to which your civic lead may be invited.

- On the day of the funeral you will need to consider how to mark the occasion locally e.g. holding a two minutes silence for the Monarch.
- The day after the funeral flags should be returned to full mast and any photographs of the relevant royal removed from view. Black arm bands and ties are no longer required to be worn.

ENC will be organising their own events and liaising with the Town Councils and any other councils that wish to mark the occasion. If you have any plans you would like us to be aware of or would like advice on any specific aspects please contact Louise Tyers on 01832 742198

With kind regards