

Easton on the Hill Parish Council

Hibbins Cottage, The Green, Ketton, Stamford. PE9 3RA
 Email; clerk@eastononthehill-pc.gov.uk

Dear Councillors,

Due to the current COVID-19 virus lockdown situation, Councillors are requested to **REMOTELY "attend"** the Parish Council meeting of Easton on the Hill Parish Council on **MONDAY 11th May 2020** at 7.00pm when the following listed business will be transacted by video conferencing via Zoom.

Yours sincerely,

Jenny Rice

Jenny Rice, Clerk and Responsible Finance Officer

AGENDA

20/74	INTRODUCTION TO REMOTE MEETING. To confirm same process and system for voting/speaking.	
20/75	APOLOGIES FOR ABSENCE	
	To receive and note apologies accepted by the Clerk.	
20/76	DECLARATIONS OF INTEREST	
	To receive all declarations of interest under the Council's Code of Conduct related to business on the agenda. (Members should disclose any interests in the business to be discussed and are reminded that the disclosure of a Disclosable Pecuniary Interest will require that the member withdraws from the meeting room during the transaction of that item of business). Dispensation has been recommended for those Councillors with allotments	
20/77	PUBLIC PARTICIPATION	
	Arrangements will be made for the public to join the meeting remotely or join by telephone call if they wish. PLEASE SEE THE LINK FOR THE MEETING ON THE WEBSITE AND/OR EMAIL OR RING THE CLERK IF YOU WISH TO JOIN THE MEETING OR SUBMIT A QUESTION A maximum of 15 minutes will be permitted for members of the public to address the meeting remotely on any item on the agenda. If necessary, Chair to remind the public of the Public Speaking at Council and Committee Meetings Policy still applies in a remote/virtual meeting arrangement.	
20/78	MINUTES OF THE LAST MEETING (previously circulated)	
	To confirm as correct the record of the minutes of the meetings held on Wednesday 15 th April 2020 and the EM on Thursday 30 th April 2020. They will be signed electronically, as the agreed method during the pandemic.	
20/79	MATTERS ARISING from previous meetings	
20/80	CHAIRMAN'S REPORT. To receive annual report in lieu of cancellation of annual council meeting.	
20/81	CO-OPTION TO ONE PARISH COUNCILLOR VACANCY AND OTHER VACANCIES	
	81.1	To receive and acknowledge applications, to follow, for the one current Councillor vacancy being filled.
	81.2	To note confirmation of date for planned resignation from Cllr Forman and resignations from Cllr Ward and Cllr Greaves.
	81.3	To note procedure for advertising vacancies and opportunity for bye election/co-option, policy enc. Unsuccessful candidates can be considered for future co-option after expiry of notices.
	81.4	To discuss the candidates and to vote in turn until majority achieved and candidate appointed. Sign the declaration of acceptance.
20/82	GOVERNANCE MATTERS	
	82.1	To confirm chairman arrangements and review committees in light of recent resignations
	82.2	To receive Staffing Committee appraisal of Clerk update and agree any actions
	82.3	To receive informal and formal feedback from internal financial audit
	82.4	To receive and agree financial regulations, previously circulated
	82.5	To receive new finance "checker" form, herewith, and agree process
	82.6	To go through AGAR Governance statement and agree and complete form with signing by chairman.
	82.7	To go through AGAR accounting statement and agree and complete form with signing by chairman.
	82.8	To receive and review PC risk assessment, herewith
20/83	REPORTS FROM REPRESENTATIVES	
	83.1	Trees and Greens – Cllr Bates and Cllr O'Grady a) Update on grass cutting and report of any issues b) Update on any work performed at Spring Close as Spring Clean event postponed to September

	83.2	Village Plan working Party; Update if any
	83.3	Checkers Reports a) To note updated forms circulated with de-fib form and April/May feedback b) To note Cllr Forman fitted new latch to defib at shop and it is now working. c) To decide on any actions necessary
	83.4	Village Hall update, Cllr Forman – no update anticipated as Village Hall still closed due to Coronavirus.
	83.5	Vehicle Activation Devices, Cllr Forman and Cllr Rawlinson; Receive update on unit not working and feedback/grant form from NCC. Decide on course of action.
	83.6	Traffic Working Group – Cllr Nicol, Cllr Sharpe and Cllr Rawlinson. To note no update as no meeting.
20/84	FINANCE a) To receive feedback from insurance company after revised asset list sent, herewith b) To receive updated finance report c) To agree to replacing pole bracket and supply at New Town – not able to be done in original project and in budget	
20/85	PLAYING FIELD OWNERSHIP/DEVELOPMENT AND CRICKET CLUB LEASE a) To receive update on title application, if any. b) To note work on perimeter path started w/c 5 th May and any feedback/issues to note. c) To agree playing field association (PFA) membership process d) To agree PFA terms of reference e) To receive quotes for demolishing building/replacement parking area and agree options and next steps. Consider requests for new equipment to be included and agree a way forward. f) To agree grant application content. g) Update on cricket club lease	
20/86	ALLOTMENTS	
	86.1	To receive update on allotments; vacancies, tenancies, issues. One plot holder increased to whole from half plot. £5 rent received. Still ¾ plot vacant
20/87	PLANNING APPLICATIONS, VIA PLANNING COMMITTEE	
	87.1	20/00315/FUL Erection of grain store at land on Cliffe Road. Permitted.
	87.2	20/00250/FUL New front porch, ground floor and first floor extension at 7 Westfields. Permission refused.
	87.3	20/00471/FUL Replacement two storey rear extension, replacement of garage and outbuilding with s/s extension and connecting link at 21 Church St. Deadline 19/5/2020.
	87.4	20/00478/TCA remove 2 ash trees replace with boundary fencing with standard wooden fencing at 58 High St. Deadline 15/5/2020.
20/88	CLERK REPORT –receive and note correspondence not previously circulated and decide any items to bring back to future meeting. Local Government Organisation briefing – information circulated. No PC Priest House rep.	
20/89	ORDERS FOR PAYMENT	
	To agree payments to be made as follows;	
	89.1	J Rice postage £2.30
	89.2	I Forman lock agreed at the last meeting, paid 28/4/2020 £24
	89.3	ENC emptying litter bins £65.60
	89.4	Zoom prescription J Rice paid, re-imburse % split pm, April payment £7.99
	89.5	Ink contract % split J Rice £10
	89.6	Clock service, The Cumbria Clock Company Ltd £186
	89.7	Grass cutting, March and April £560
	89.8	HMRC employer payment £67.90
	89.9	New pole bracket/supply at New Town £650 plus vat tba £780 tba
	89.9	Clerk's salary plus home office payable 30/4/2020 £745.76 - PAYE due + £27 home office (increased April) tax free £704.86
	89.10	To note income received; Allotment rent received Grant received from ENC for deposit for path works ½ Precept received from ENC Receipts £5 £2876.40 £16417.50
20/90	DATE OF NEXT MEETING To note that the date of the next remote meeting is Monday 8 th June 2020 at 7pm	

Minutes of the Easton on the Hill Parish Council meeting

Held remotely by Zoom video conferencing on Wednesday 15th April 2020 at 19.00 due to the ongoing pandemic situation and lockdown restrictions. Regulations were introduced w/e/f 4/4/2020 to allow remote meetings to take place.

Present; 6 Councillors; A Cutforth (Chairman) J Rawlinson (Vice-Chairman), I Forman, E Hanson, T Nicol, D Sharpe.
Clerk; J Rice
Others; 1 Member of the public was in "attendance" via Zoom invitation and some questions had been submitted prior to the meeting by Mr K Cox.

20/54	INTRODUCTION TO REMOTE MEETING. To check all familiar with process and system for voting/speaking. The chairman introduced the Zoom meeting (a successful Zoom trial had taken place with the same councillors) and it was agreed that voting would be via hand as normal or individuals could use the hand icon whichever suited them. Speaking was agreed to be as normal, no muting necessary, but would be reviewed if it proved difficult to follow.	
20/55	APOLOGIES FOR ABSENCE To receive and note apologies accepted by the Clerk. Apologies received from Cllr D Greaves, Cllr O'Grady and Cllr P Bates and assumed from Cllr J Ward.	
20/56	DECLARATIONS OF INTEREST To receive all declarations of interest under the Council's Code of Conduct related to business on the agenda. Those with allotments are granted dispensation and this was expressed as such. The chairman disclosed an ongoing interest in the payment for village hall hire, on the agenda in payments.	
20/57	PUBLIC PARTICIPATION Arrangements will be made for the public to request a link to join the meeting remotely or join by telephone call The public were asked to email or ring the clerk if they wished to join the meeting or submit a question. The clerk had received one request from a member of public to join the meeting and some questions from another. It was decided that the questions would be read out and addressed in the agenda item 20/63.	
20/58	MINUTES OF THE LAST MEETING (previously circulated) To confirm as correct the record of the minutes of the meetings held on Monday 9th March 2020 and Wednesday 25th March 2020. They will be signed as and when normal contact meetings are re-started. Both sets of minutes were agreed as correct and due to the new regulations can now be signed electronically.	
20/59	MATTERS ARISING from previous meeting. None	
20/60	GOVERNANCE MATTERS	
	60.1	To note end of Delegation of Authority policy whilst the remote meetings are successfully being held. If at some point the remote meeting is not viable or workable, then the delegation of authority policy is automatically re-instigated. This was noted.
	60.2	To note Government regulations and arrangements for virtual meetings, previously circulated, and the announcement that no annual meetings are required. The regulations and guidance were noted. A discussion took place on the annual meetings following advice received from NCALC. It was agreed that it was impractical to hold an annual parish meeting in lockdown although an annual report would be compiled and put on the website and there was also no need to hold an annual council meeting for the election of the chairman and election of councillors to committees as they are best to stay as they are for continuity. Those councillors who had previously expressed the possibility of not re-standing in May 2020, and were present at this meeting, stated that they would stay at least until the elections in May 2021.
	60.3	To check all councillors are happy with arrangements for Zoom going forward and agree any further actions necessary. A discussion took place about councillors attending Zoom meetings and as these meetings are the ones recommended by NCALC and the trial was successful, it was felt sensible to carry on this way.

		All Councillors have been offered the option to join Zoom, be telephoned to join in the meeting or have a new laptop to join in if necessary. Action Clerk to continue with Zoom/options to join
	60.4	To receive Staffing Committee appraisal update. The chairman explained that, following the meeting to agree the process, the clerk completed her part of the forms and submitted them. The committee are doing their responses and this will be collated and communicated to the clerk in time for the next meeting. Action Staffing Committee
	60.5	To note elections cancelled and Councillors in post until next May 2021. This was noted. See note above in 60.2.
	60.6	To note vacancy advertised at present and co-option policy to be followed. It was noted that confirmation had been received, prior to new regulations, that the vacancy created before the planned elections, can be advertised and so it is advertised at present for co-option. So far there has been interest from one person who has been sent the form and policy.
	60.7	To note update on the volunteer Help on the Hill system and decide on any further action needed. Cllr Nicol confirmed that the system is working well. An increase in people on the email system has been seen, to 300 residents, which helps with communication. There are 48 volunteers, a dedicated page on the website and good feedback on the pub and shop service. A request was received to distribute leaflets from Northants on another helpline and this was agreed but nothing further required.
	60.8	To note social distancing issues/illegal recreational activity at the playing fields and decide what if any further action is needed. A discussion took place on whether there had been any more issues and none were known of apart from the Easter BBQ reported. Police had been seen patrolling the area which must be helping.
20/61	REPORTS FROM REPRESENTATIVES	
	61.1	Trees and Greens – Cllr Bates, Cllr Ward and Cllr O’Grady a) Update on grass cutting and report of any issues. Committee members not present however it was noted that following council agreement the grass cutting has been done with no problems. b) Update on work at Spring Close as Spring Clean event postponed to September. Some work will be done periodically at Spring Close by a volunteer to help tidy it up and a risk assessment has been completed. A question was raised about whether highways are doing the verges still and the clerk agreed to find out. Action clerk
	61.2	Village Plan working Party; Update if any, No update as no further meetings planned.
	61.3	Checkers Reports a) To note updated forms circulated with de-fib form and April feedback Cllr Forman had done the checks and there was a problem with the defibrillator cabinet lock which he has offered to sort out - the cost of the new latch fitting £24 was agreed. A demo of the defibrillator check will be done at a future meeting to ensure all are aware of the recommended checks necessary. b) To decide on any actions necessary The new forms were trialled and some alterations to be circulated plus the new lock above. Cllr Hanson to perform April checks. Action Cllr Hanson and Forman
	61.4	Village Hall update, Cllr Forman – no update as Village Hall closed due to Coronavirus and no issues.
	61.5	Vehicle Activation Devices, Cllr Forman and Cllr Rawlinson; Receive update on unit not working and feedback/grant form from NCC. Decide on course of action. The clerk reported that NCC do not have any budget for repairs or new signs. Cllr Forman offered to investigate the fault further. A grant is available for one via the police road safety group and this will also be looked into as other councils have had success obtaining a grant for new speed signs. Action Cllrs Forman and Rawlinson
	61.6	Traffic Working Group – Cllr Nicol, Cllr Sharpe and Cllr Rawlinson. To note correspondence regarding CIPS traffic through the village, previously circulated. This was noted and no further action required until the traffic working group re-meets.
20/62	FINANCE REPORT OF BANK BALANCE WITH INCOME VS EXPENDITURE a) To agree end of year bank reconciliation and final accounts spreadsheet figures, herewith	

	<p>The council agreed the figures presented. The balance going forward was as predicted and expected and council are aware of the reasons for the low figure.</p> <p>b) To receive and note AGAR forms ready for internal audit date of 16th April 2020. To follow. AGAR accounting statement was circulated and not questioned. The figures will be checked by the auditor too at the forthcoming internal audit Zoom meeting. Action Clerk to prepare all forms for signing off in May if regulations allow.</p> <p>c) To receive feedback from insurance company after revised asset list sent, herewith The clerk explained that a revised asset list with items to insure or not had been sent to the insurance company for a revised quotation – renewal is due at the end of May. Action clerk to chase up</p>	
20/63	<p>PLAYING FIELD OWNERSHIP/DEVELOPMENT</p> <p>a) To receive update on title application, if any. The clerk reported there had been one query received from land registry via the solicitor which had been answered. No more information or feedback received. Action clerk to chase</p> <p>b) To note that the Community Facilities Fund grant has been approved, the agreement returned and purchase order sent. Additional quotes are now being considered. The clerk reported that the purchase order had been sent for the grant for the path and monies available. The clerk explained that the 2 quotes now received were very similar and in line with the grant amount. It was voted and agreed that one quote be accepted in that case if it was adjusted for a slightly shorter route and the work could then be started. Soil could be used to fill in holes near cricket club and car parking area. Action clerk to arrange final detail of route and accept amended quote.</p> <p>c) To receive, note and agree action on cricket club lease, herewith The lease was voted on and agreed subject to it being altered to include the fact that alcohol could be served if the appropriate licence is applied for. It will then be sent to the cricket club chairman before a solicitor for checking. The boundary will be agreed once the whole outfield area is realised via a clearer, mowed area. The questions from Mr Kevin Cox were all addressed and a response will be sent. Action chairman and clerk</p> <p>d) To receive update on Augean grant application for demolishing building/replacement parking area and agree next steps. Cllr Sharpe had obtained and gave the information and quotes regarding demolishing the old building (and refurbishing the parking area) plus new fencing, as per the playing field working party recommendations resident priorities and as agreed at the last meeting. Any grant for demolishing the building would need to include improving that area to qualify for a grant, hence the parking area improvement too. The council agreed this made sense anyway as the parking area was discussed at the last meeting as an area needing attention and would need doing once the building was demolished. It was voted and agreed in principle that a grant application be made to include this and new pieces of equipment as the grant budget allows up to 50k. It was noted that Mr Cox's comments included disappointment that nothing had so far been done in respect of the PFWP's recommendations despite them being presented in November 2019 although acknowledged and queried that tenders had been requested for demolishing the building. It was noted that a plan was now starting to be formed in terms of the perimeter path, then the demolition/parking area and fencing, followed by new equipment. Action clerk to submit report and complete application.</p>	
20/64	ALLOTMENTS	
	64.1	<p>To note arrangements for allotment holders attending during lockdown and notices up It was noted that allotment holders had been told that they could attend their allotments if correct social distancing etc measures were observed. The clerk had prepared notices to go up at the allotment.</p>
	64.2	<p>To receive report from Allotment Manager on vacant plots. Allotment manager was not present but a report was given verbally by the clerk that there are 1.75 plots vacant at present and notices have been put up.</p>
	64.3	<p>To note all allotment tenancy agreements issued and income received. This was noted and the clerk has now paid the monies in to the bank.</p>
20/65	PLANNING APPLICATIONS, FROM PLANNING COMMITTEE. All noted the updates as follows;	
	65.1	20/00158/LBC Remedial works to abutment detail of block paving against the side wall between the neighbouring property (7 Church St) adjoining the southern side elevation of number 9 Church St plus installation of acco drain at 9 Church St. Permitted
	65.2	20/00291/FUL replacement of s/s rear extension at 21 High St. No concerns sent.
	65.3	20/00315/FUL Erection of grain store at land on Cliffe Road. No concerns sent.

		20/00250/FUL New front porch, ground floor and first floor extension at 7 Westfields. Email sent that no concerns if materials are in keeping	
	65.4	19/01345/PIP Appeal received for Permission in principal, net number of dwellings min 5 max 9 at land rear of Exeter Arms, Stamford Road. Further or amended comments required by 29/4/2020 but it was decided that no more are required.	
	65.5	20/00362/FUL recess the entrance into the arch and infill the above level with glass, ground floor extension to existing dwelling at 46 Church St, deadline 20/4/2020. No concerns reported.	
	65.6	20/00184/FUL Demolition of existing derelict workshop and erection of a s/s annexe at 5 The Lane Deadline 20/4/2020. No concerns reported.	
	65.7	19/01314/LBC Appeal. Removal of 3 internal walls within the ground floor at 37 West St. No further comments sent.	
20/66	CLERK REPORT –receive and note correspondence not previously circulated and decide any items to bring back to future meeting. It was noted that the clerk Cilca training is on hold.		
20/67	ORDERS FOR PAYMENT		
	Payments were agreed to be made asap as follows;		
	67.1	HMRC employer tax for March, deducted below	£44.30
	67.2	Ink contract change £9.99 per month	£9.99
	67.3	NCALC subs due	£681.85
	67.4	SSE electric bill	£229.60
	67.5	Stationery J Rice, postage, A4 files, A4 paper	£19.19
	67.6	Mileage J Rice, includes Cilca day 1	£34.20
	67.7	Hall hire March invoice	£11
20/68	In addition. the clerk’s salary is to be paid at the end of the month		
		Clerk’s salary plus home office payable 30/4/2020	£701.46 plus
		£745.76 - PAYE due + £27 home office (increased April) tax free	£27 home office
		To note income received £20 allotment rent March 2020, £97.50 April 2020	
20/69	DATE OF NEXT MEETING		
	It was noted that the date of the next remote meeting by video conferencing is Monday 11th May 2020 at 7pm The chairman will do a summary report of the Parish Council’s last year to be submitted, circulated and put on the website in the absence of the annual parish meeting.		

Parish Office
c/o Hibbins Cottage
The Green
Ketton
Stamford
PE9 3RA

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

Minutes of the Easton on the Hill Parish Council meeting

Held on Thursday 30th April 2020 at 19.00 via Zoom video conferencing

DUE TO THE CONTINUATION OF THE PANDEMIC AND LOCKDOWN RESTRICTIONS, COUNCILS ARE PERMITTED TO MEET REMOTELY TO CONDUCT THEIR BUSINESS

Present; Councillors; A Cutforth (Chairman) J Rawlinson (Vice-Chairman) D Sharpe, T Nicol, I Forman, A O'Grady, E Hanson
Clerk; J Rice
Others; No members of the public were in attendance.

20/70	APOLOGIES FOR ABSENCE
	To receive and note apologies accepted by the Clerk. Apologies were received from Cllr D Greaves and Cllr P Bates
20/71	DECLARATIONS OF INTEREST
	To receive all declarations of interest under the Council's Code of Conduct related to business on the agenda. (Members should disclose any interests in the business to be discussed and are reminded that the disclosure of a Disclosable Pecuniary Interest will require that the member withdraws from the meeting room during the transaction of that item of business). There were no declarations of interest received.
20/72	Public time. Arrangements were made for the public to join the meeting remotely or join by telephone call if they wish. There were no members of the public.
20/73	<p>73.1 To receive and note the final details (previously circulated) of the cost and route of the perimeter path at the playing field and resolve to agree or not the go ahead for the perimeter path at the playing field. Specification for the path is as per the original grant application. Summary report to follow.</p> <p>The chairman asked if there were any questions regarding the report circulated before the meeting and there were none. There was an observation that the path at Ailsworth recreation ground, seen by google maps, was still very much in situ. The grass was encroaching, this can be an issue, so needs maintaining but can be sprayed. There was a suggestion that whatever happens the path should be part of the monthly checks done by councillors. The issue of a warranty regarding the work was raised. The clerk has in writing that the workmanship is covered for 6 months and any issues, workmanship related only, will be rectified by KKD. The proposed route and width were discussed and agreed. In front of youth shelter, in front of pavilion, in a perimeter from corner near roller along to Deeps and round. 1m from centre of hedge and 1.2m wide as agreed and adequate for cricket club pitch size.</p> <p>The recent email from Cllr Greaves on the pros and cons of surfaces was discussed. The limestone grit was recognised as good for wheelchairs users. It is a porous material so drainage good and so best for accessibility. Very well drained in grass areas, no flooding witnessed. The type of surface was agreed with 6 votes in favour and 1 abstention as still adequate and appropriate for need and budget.</p> <p>An extension of the main path route for a quote of an extra £100 was discussed and a small extension to join it to the car park edge near the roller was agreed with 5 votes in favour and 2 abstentions.</p> <p>An extension from the main path to the edge of the Deeps was also discussed and all voted against this as an unnecessary link.</p> <p>It was agreed that the deposit of £2876.40 plus vat be paid and the invoice submitted to ENC and the agreement signed. scanned and returned to KKD as soon as possible with an agreed start date of works on Tuesday 5th May 2020.</p>

Signed electronically as permitted in the pandemic period. Anne Cutforth.

EASTON ON THE HILL PARISH COUNCIL COMMITTEES AND WORKING GROUPS MAY 2020

Name of committee/WG	Councillors on the committee/WG			
Planning Committee	Cllr Hanson	Cllr Rawlinson	Cllr Cutforth	Cllr O'Grady
Finance committee	Cllr Sharpe	Cllr Cutforth	Cllr Bates	
Trees and greens WP	Cllr Bates	Cllr O'Grady		
Traffic WG	Cllr Rawlinson	Cllr Sharpe	Cllr Nicol	
VADs	Cllr Rawlinson			
Staffing Committee	Cllr Hanson (Chair)	Cllr Cutforth	Cllr Bates	Cllr Rawlinson
Complaints Committee	Cllr Bates	Cllr Hanson	Cllr Cutforth	
VH Representative				
Village Plan Working Party	Cllr Cutforth			
ENRMF Liaison Committee rep	Cllr Sharpe			

EASTON ON THE HILL PARISH COUNCIL ANNUAL REPORT FOR 2019-2020

The year started with a relatively new and inexperienced council following the resignation and subsequent co-option of several councillors. We were fortunate to be able to appoint Jenny Rice as our new clerk to replace a locum clerk who had been expensive and used up a large amount of the Council's reserve budget.

There are currently 4 Councillor vacancies and these are being recruited. I'd like to thank all of the councillors, past and present, for their commitment and hard work in continuing to improve the village.

It is encouraging to see some public participation in the meetings, so we know we are representing the views of the majority of the interested villagers.

Training

New councillors have undergone training and others have had training in chairmanship, planning, and elections.

Governance matters

The Council had undergone a mediation by the Joint Standards Complaints Committee in the previous year and had been slow to implement the resolutions. It has taken the current council a year to fulfil all the requirements of the mediation panel and we are pleased that the JSCC is satisfied with our progress and the situation is back to normal.

There were several Code of Conduct complaints brought against both the Parish Council and individual councillors, all of which were ultimately resolved by the Information Commissioners Office and the East Northants Council Monitoring Officer, and did not affect the functioning of the council.

Finance Committee has been reformed to deal with the budget and expenditure by the Council. Due to over spending during this year it was necessary to increase the precept for 2020-2021 to enable the Council to build up reserves for any future emergency.

Staffing Committee formed to recruit and interview new clerk, and any other staff if necessary, and to carry out the annual appraisal of existing clerk.

Policies

Many new policies have been formulated and implemented as a result of the governance review, while existing policies have been reviewed and updated. All are available on the Parish Council web site.

Planning applications

Most domestic planning applications were accepted by the council but there were objections to three proposed commercial developments for residential properties along sections of Stamford Road.

Trees and Greens

A survey has been undertaken of all trees, for which the Parish Council is responsible, and all are in good condition. The Trees and Greens group will continue to monitor these. Plans for a village spring clean and the tidying of the open spaces have had to be put on hold due to restrictions imposed with the Coronavirus.

Playing Field

Unfortunately, the first submission to the Land Registry for registration of the field as a request for "Adverse Possession" was unsuccessful. A new proposal citing "Lost Deeds" had been submitted as there is proof that the Parish Council already own the freehold of the land from the 1820 Enclosure Act, we hope registration will be successful this time.

A Playing Field Working Party was set up to canvas the village for their views on the future development of the playing field area. There was a good response and the group produced a comprehensive report with positive

guidance for the development of this area. Their suggestions will be implemented during the next few years as money becomes available. A Playing Field Association will be set up to implement suggestions.

Leases for the Cricket Club and the proposed Playing Field Association are being prepared ready for approval by a solicitor.

A grant for £10,000 had been awarded to the Parish Council for the construction of a perimeter path around the playing field and work has already started.

Further applications for grant funding are being prepared for the demolition of the old building and the strengthening of a designated car parking area, and these will be followed by applications for new play and exercise equipment.

However, residents should note that Ketton Drift is a bridle way prohibited, by law, to unauthorised motor vehicles and it is unlikely that this status will be changed. Traffic to the playing field is only permitted for bona fide events such as cricket matches. Unauthorised traffic can be prosecuted for using Ketton Drift and vehicle insurance becomes invalid.

All the play equipment on the playing field and in The Close is inspected annually by ROSPA and any defects are put right by the Parish Council to ensure the safety of children using the equipment.

Grass in recreation areas is cut by Leicestershire Gardens who have a contract with the Parish Council for this work.

Summer holiday activities for children took place in the old primary school.

Allotments

The allotment rules have been revised and the annual fee has remained unchanged at £10 pa. An allotment manager has been appointed.

Churchyard

New gates were provided and installed by the Parish Council to replace the unsatisfactory ones previously installed at the entrance to the Churchyard extension. The loan obtained by the Parish Council for the purchase and renovation of the church yard has been paid back in full.

Vehicle Activation Signs

These continue to be maintained by the Traffic Working Group but the data they produce is inconsistent and of little value. However, they may be effective at reducing speed.

Village Plan Working Party

A working party composed of councillors and villagers looked at the Parish Plan of 2017. Many of the recommendations had already been carried out and a village event was organised in January 2020 to address the remaining issues and obtain the views of villagers. This was well attended and many of the suggestions will be carried forward by the Parish Council and by volunteers recruited at the event.

Street Lighting

All old lights have been replaced with LED lights. These were charged to the council budget but the savings in electricity will compensate in a few years.

Neighbourhood Watch Scheme has been re-instated in the village

Other Activities

The Parish Council continues to maintain and wind the village clock.

Donations were made to EM Air Ambulance and British Legion.

A defibrillator training session was carried out for councillors and members of the public.

Update for meeting 11/5/2020

Interim arrangements for North and West Northamptonshire shadow councils agreed by Government

Plans to create two new unitary councils for the county from next April will now continue within the planned timescales following the confirmation today of new legislation by the government.

Following the postponement of May's local elections because of the Covid-19 pandemic, an alternative approach and new legislation were needed for the creation of the organisations.

The response to the current Public Health emergency is the top priority for all councils in the county. However all Council leaders recently welcomed the news that new legislation was being published to ensure the changes to local government would not interfere with the Covid-19 response.

As expected, the Ministry of Housing Communities and Local Government (MHCLG) has now set out these changes to the legislation passed in Parliament earlier this year. The amended regulations were published today and will come into effect on 8 May.

This means the North and West Shadow Councils will still be set up next month to lead the preparations for creating the two unitary councils. Instead of being made up of newly elected councillors, they will combine the membership of the existing district, borough and county councils. The existing councillors will sit on the shadow authorities until 1 April 2021. The elections to the new unitary councils will then place on 6 May 2021. This is the procedure that MHCLG adopted for the creation of new unitary councils in Buckinghamshire, Dorset and Bournemouth, Christchurch and Poole, electing councillors directly to the shadow authority is more unusual when creating new councils.

The Shadow North Northamptonshire Council will comprise of 152 members, and the Shadow West Northamptonshire Council will comprise of 134 members.*

At present, the Local Government Reform programme is overseen by two groups, a Leaders' Oversight Board, comprising all eight leaders and two Joint Committees, one for the north and one for the west. MHCLG has decided to use these governance arrangements to select Leaders and Deputy Leaders of the two shadow authorities with a term of office from now until May 2021. They propose to use the Leaders' Oversight Board to appoint the Chairs, and the Joint Committees to appoint the Deputy Chairs.

Cllr Russell Roberts, the Chair of the Leaders' Oversight Board, will be the Leader for the Shadow North Northamptonshire Council with Cllr Martin Griffiths, the Chair of the North Joint Committee, as Deputy Leader.

Cllr Ian McCord, the Deputy Chair of the Leaders' Oversight Board, will be the Leader for the Shadow West Northamptonshire Council with Cllr Jonathan Nunn, the Chair of the West Joint Committee, as Deputy Leader.

Dates for the first meetings of the two shadow councils have yet to be confirmed and they will both be held virtually, with opportunities for the public to take part. Dates and details will be posted on futurenorthantsnorth.org and futurenorthantswest.org websites.

Executive committees for each shadow council will also be established and these will be made up of two representatives from each of the current councils, consisting of the Leader plus another Councillor.

For the shadow North Northamptonshire Council, there will be 10 members on the Executive and the West Northamptonshire Council Shadow Executive will be made up of 8 members. The Leader of Northamptonshire County Council (NCC), Cllr Matt Golby, will sit on the West shadow executive as his division is in the West. Two Cabinet members from NCC will join the North Northamptonshire Shadow Executive.

Many resources from across the county have been drafted in to assist with the Covid-19 response and some of those recruited to the Future Northants Team have been reassigned to this work. As a result of this, the scope of the Future Northants Programme will be reviewed to understand what needs to and can be delivered for 1 April 2021.

Please note that this release has been created by the Future Northants programme and not by East Northamptonshire Council.

For further information, please contact **futurenorthants@northamptonshire.gov.uk**

Easton on the Hill Parish Council

Internal Control Councillor Checklist

The purpose of this checklist is to test specific internal controls and report findings to the Council.

It is the council as a whole that is responsible in law for ensuring that its financial management is adequate and effective and that the Council has a sound system of internal control which facilitates the effective exercise of their functions and which includes arrangements for the management of risk. As a Councillor you should understand the Council's internal controls because you will be required to state (as part of the Annual Governance Statement in the Annual Return) that the council has an adequate system of internal control, including measures designed to prevent and detect fraud and corruption and that it has made proper arrangements and accepted responsibility for safeguarding the public money and resources in its charge.

A rota will be established and each month/quarter a different Councillor will complete the checklist before the Full Council Meeting. The checklist must be signed by the councillor and the Clerk. The completed checklist will then be presented as a report to the meeting of the council and any actions arising should be addressed and confirmed at the next meeting check. Checklists will be retained with the Accounts for that year.

Item	Seen		Comments	Action (By Who)	Action (By When)	Completed (Date)
	Yes	No				
Bank reconciliation completed?						
Bank statement seen?						
Accounts spreadsheet up to date?						
Has any VAT been reclaimed and/or received?						
All invoices signed?						
Audit Trail – take 3 samples – Do they follow through?						

Councillor

Clerk

Date

EASTON ON THE HILL PARISH COUNCIL MODEL FINANCIAL REGULATIONS 2019 FOR ENGLAND

These financial regulations were adopted by the council on

1. General	2
2. Accounting and audit (internal and external)	4
3. Annual estimates (budget) and forward planning	6
4. Budgetary control and authority to spend	6
5. Banking arrangements and authorisation of payments	8
6. Instructions for the making of payments	9
7. Payment of salaries	12
8. Loans and investments	13
9. Income	13
10. Orders for work, goods and services	14
11. Contracts	15
12. [Payments under contracts for building or other construction works]	17
13. [Stores and equipment]	17
14. Assets, properties and estates	17
15. Insurance	18
16. [Charities]	18
17. Risk management	19
18. Suspension and revision of Financial Regulations	19

These Financial Regulations were adopted by the council at its meeting held on [enter date].

1. General

1.1. These financial regulations govern the conduct of financial management by the council and may only be amended or varied by resolution of the council. Financial regulations are one of the council's three governing policy documents providing procedural guidance for members and officers. Financial regulations must be observed in conjunction with the council's standing orders¹ and any individual financial regulations relating to contracts.

1.2. The council is responsible in law for ensuring that its financial management is adequate and effective and that the council has a sound system of internal control which facilitates the effective exercise of the council's functions, including arrangements for the management of risk.

1.3. The council's accounting control systems must include measures:

- for the timely production of accounts;
- that provide for the safe and efficient safeguarding of public money;
- to prevent and detect inaccuracy and fraud; and
- identifying the duties of officers.

1.4. These financial regulations demonstrate how the council meets these responsibilities and requirements.

1.5. At least once a year, prior to approving the Annual Governance Statement, the council must review the effectiveness of its system of internal control which shall be in accordance with proper practices.

1.6. Deliberate or wilful breach of these Regulations by an employee may give rise to disciplinary proceedings.

1.7. Members of council are expected to follow the instructions within these Regulations and not to entice employees to breach them. Failure to follow instructions within these Regulations brings the office of councillor into disrepute.

1.8. The Responsible Financial Officer (RFO) holds a statutory office to be appointed by the council. The Clerk has been appointed as RFO for this council and these regulations will apply accordingly.

¹ Model Standing Orders for Councils (2018 Edition) is available from NALC (©NALC 2018)

1.9. The RFO;

- acts under the policy direction of the council;
- administers the council's financial affairs in accordance with all Acts, Regulations and proper practices;
- determines on behalf of the council its accounting records and accounting control systems;
- ensures the accounting control systems are observed;
- maintains the accounting records of the council up to date in accordance with proper practices;
- assists the council to secure economy, efficiency and effectiveness in the use of its resources; and
- produces financial management information as required by the council.

1.10. The accounting records determined by the RFO shall be sufficient to show and explain the council's transactions and to enable the RFO to ensure that any income and expenditure account and statement of balances, or record of receipts and payments and additional information, as the case may be, or management information prepared for the council from time to time comply with the Accounts and Audit Regulations.

1.11. The accounting records determined by the RFO shall in particular contain:

- entries from day to day of all sums of money received and expended by the council and the matters to which the income and expenditure or receipts and payments account relate;
- a record of the assets and liabilities of the council; and
- wherever relevant, a record of the council's income and expenditure in relation to claims made, or to be made, for any contribution, grant or subsidy.

1.12. The accounting control systems determined by the RFO shall include:

- procedures to ensure that the financial transactions of the council are recorded as soon as reasonably practicable and as accurately and reasonably as possible;
- procedures to enable the prevention and detection of inaccuracies and fraud and the ability to reconstruct any lost records;
- identification of the duties of officers dealing with financial transactions and division of responsibilities of those officers in relation to significant transactions;
- procedures to ensure that uncollectable amounts, including any bad debts are not submitted to the council for approval to be written off except with the approval of the RFO and that the approvals are shown in the accounting records; and
- measures to ensure that risk is properly managed.

1.13. The council is not empowered by these Regulations or otherwise to delegate certain specified decisions. In particular any decision regarding:

- setting the final budget or the precept (council tax requirement);
- approving accounting statements;
- approving an annual governance statement;
- borrowing;
- writing off bad debts;
- declaring eligibility for the General Power of Competence; and
- addressing recommendations in any report from the internal or external auditors, shall be a matter for the full council only.

1.14. In addition, the council must:

- determine and keep under regular review the bank mandate for all council bank accounts;
- approve any grant or a single commitment in excess of **[£5,000]**; and
- in respect of the annual salary for any employee have regard to recommendations about annual salaries of employees made by the relevant committee in accordance with its terms of reference.

1.15. In these financial regulations, references to the Accounts and Audit Regulations or 'the regulations' shall mean the regulations issued under the provisions of section 27 of the Audit Commission Act 1998, or any superseding legislation, and then in force unless otherwise specified.

In these financial regulations the term 'proper practice' or 'proper practices' shall refer to guidance issued in *Governance and Accountability for Local Councils - a Practitioners' Guide (England)* issued by the Joint Practitioners Advisory Group (JPAG), available from the websites of NALC and the Society for Local Council Clerks (SLCC).

2. Accounting and audit (internal and external)

2.1. All accounting procedures and financial records of the council shall be determined by the RFO in accordance with the Accounts and Audit Regulations, appropriate guidance and proper practices.

2.2. On a regular basis, at least once in each quarter, and at each financial year end, a member other than the Chairman [or a cheque signatory] shall be appointed to verify bank reconciliations (for all accounts) produced by the RFO. The member shall sign the reconciliations and the original bank statements (or similar document) as evidence of verification. This activity shall on conclusion be reported, including any exceptions, to and noted by the council OR **[Finance Committee]**.

2.3. The RFO shall complete the annual statement of accounts, annual report, and any related documents of the council contained in the Annual Return (as specified in proper practices) as soon as practicable after the end of the financial year and having certified the accounts shall submit them and report thereon to the council within the timescales set by the Accounts and Audit Regulations.

2.4. The council shall ensure that there is an adequate and effective system of internal audit of its accounting records, and of its system of internal control in accordance with proper practices. Any officer or member of the council shall make available such documents and records as appear to the council to be necessary for the purpose of the audit and shall, as directed by the council, supply the RFO, internal auditor, or external auditor with such information and explanation as the council considers necessary for that purpose.

2.5. The internal auditor shall be appointed by and shall carry out the work in relation to internal controls required by the council in accordance with proper practices.

2.6. The internal auditor shall:

- be competent and independent of the financial operations of the council;
- report to council in writing, or in person, on a regular basis with a minimum of one annual written report during each financial year;
- to demonstrate competence, objectivity and independence, be free from any actual or perceived conflicts of interest, including those arising from family relationships; and
- has no involvement in the financial decision making, management or control of the council

2.7. Internal or external auditors may not under any circumstances:

- perform any operational duties for the council;
- initiate or approve accounting transactions; or
- direct the activities of any council employee, except to the extent that such employees have been appropriately assigned to assist the internal auditor.

2.8. For the avoidance of doubt, in relation to internal audit the terms 'independent' and 'independence' shall have the same meaning as is described in proper practices.

2.9. The RFO shall make arrangements for the exercise of electors' rights in relation to the accounts including the opportunity to inspect the accounts, books, and vouchers and display or publish any notices and statements of account required by Audit Commission Act 1998, or any superseding legislation, and the Accounts and Audit Regulations.

2.10. The RFO shall, without undue delay, bring to the attention of all councillors any correspondence or report from internal or external auditors.

3. Annual estimates (budget) and forward planning

N/A 3.1. Each committee (if any) shall review its three-year forecast of revenue and capital receipts and payments. Having regard to the forecast, it shall thereafter formulate and submit proposals for the following financial year to the council not later than the end of [November] each year including any proposals for revising the forecast.]

3.2. The RFO must each year, by no later than **November**, prepare detailed estimates of all receipts and payments including the use of reserves and all sources of funding for the following financial year in the form of a budget to be considered by the [relevant committee and the] council.

3.3. The council shall consider annual budget proposals in relation to the council's three year forecast of revenue and capital receipts and payments including recommendations for the use of reserves and sources of funding and update the forecast accordingly.

3.4. The council shall fix the precept (council tax requirement), and relevant basic amount of council tax to be levied for the ensuing financial year not later than by the end of January each year. The RFO shall issue the precept to the billing authority and shall supply each member with a copy of the approved annual budget.

3.5. The approved annual budget shall form the basis of financial control for the ensuing year.

4. Budgetary control and authority to spend

4.1. Expenditure on revenue items may be authorised up to the amounts included for that class of expenditure in the approved budget. This authority is to be determined by:

- the council for all items over **£5,000**;
- a duly delegated committee of the council for items **over £500**; or
- the Clerk, in conjunction with Chairman of Council or Chairman of the appropriate committee, for any items **below £500**.

Such authority is to be evidenced by a minute or by an authorisation slip duly signed by the Clerk, and where necessary also by the appropriate Chairman.

Contracts may not be disaggregated to avoid controls imposed by these regulations.

4.2. No expenditure may be authorised that will exceed the amount provided in the revenue budget for that class of expenditure other than by resolution of the council, or duly delegated committee. During the budget year and with the approval of council having considered fully the implications for public services, unspent and available amounts may be moved to other budget headings or to an earmarked reserve as appropriate ('virement').

4.3. Unspent provisions in the revenue or capital budgets for completed projects shall not be carried forward to a subsequent year.

4.4. N/A The salary budgets are to be reviewed at least annually in [October] for the following financial year and such review shall be evidenced by a hard copy schedule signed by the Clerk and the Chairman of Council or relevant committee.

The RFO will inform committees of any changes impacting on their budget requirement for the coming year in good time.

4.5. In cases of extreme risk to the delivery of council services, the clerk may authorise revenue expenditure on behalf of the council which in the clerk's judgement it is necessary to carry out. Such expenditure includes repair, replacement or other work, whether or not there is any budgetary provision for the expenditure, subject to a limit of £500. The Clerk shall report such action to the chairman as soon as possible and to the council as soon as practicable thereafter.

4.6. No expenditure shall be authorised in relation to any capital project and no contract entered into or tender accepted involving capital expenditure unless the council is satisfied that the necessary funds are available and the requisite borrowing approval has been obtained.

4.7. All capital works shall be administered in accordance with the council's standing orders and financial regulations relating to contracts.

4.8. The RFO shall regularly provide the council with a statement of receipts and payments to date under each head of the budgets, comparing actual expenditure to the appropriate date against that planned as shown in the budget. These statements are to be prepared at least at the end of each financial quarter and shall show explanations of material variances. For this purpose "material" shall be in excess of £100 or 15% of the budget.

4.9. Changes in earmarked reserves shall be approved by council as part of the budgetary control process.

5. Banking arrangements and authorisation of payments

5.1. The council's banking arrangements, including the bank mandate, shall be made by the RFO and approved by the council; banking arrangements may not be delegated to a committee. They shall be regularly reviewed for safety and efficiency. N/A The council shall seek credit references in respect of members or employees who act as signatories.]

5.2. The RFO shall prepare a schedule of payments requiring authorisation, forming part of the Agenda for the Meeting and, together with the relevant invoices, present the schedule to council. The council shall review the schedule for compliance and, having satisfied itself

shall authorise payment by a resolution of the council. The approved schedule shall be ruled off and initialled by the Chairman of the Meeting. A detailed list of all payments shall be disclosed within or as an attachment to the minutes of the meeting at which payment was authorised. Personal payments (including salaries, wages, expenses and any payment made in relation to the termination of a contract of employment) may be summarised to remove public access to any personal information.

5.3. All invoices for payment shall be examined, verified and certified by the RFO to confirm that the work, goods or services to which each invoice relates has been received, carried out, examined and represents expenditure previously approved by the council.

5.4. The RFO shall examine invoices for arithmetical accuracy and analyse them to the appropriate expenditure heading. The RFO shall take all steps to pay all invoices submitted, and which are in order, at the next available council meeting.

5.5. The Clerk and RFO shall have delegated authority to authorise the payment of items only in the following circumstances:

a) If a payment is necessary to avoid a charge to interest under the Late Payment of Commercial Debts (Interest) Act 1998, and the due date for payment is before the next scheduled Meeting of council, where the Clerk and RFO certify that there is no dispute or other reason to delay payment, provided that a list of such payments shall be submitted to the next appropriate meeting of council.

b) An expenditure item authorised under 5.6 below (continuing contracts and obligations) provided that a list of such payments shall be submitted to the next appropriate meeting of council; or

c) fund transfers within the councils banking arrangements up to the sum of [£10,000], provided that a list of such payments shall be submitted to the next appropriate meeting of council.

5.6. For each financial year the Clerk and RFO shall draw up a list of due payments which arise on a regular basis as the result of a continuing contract, statutory duty, or obligation (such as but not exclusively) Salaries, PAYE and NI, Superannuation Fund and regular maintenance contracts and the like for which council may authorise payment for the year provided that the requirements of regulation 4.1 (Budgetary Controls) are adhered to, provided also that a list of such payments shall be submitted to the next appropriate meeting of council.

5.7. A record of regular payments made under 5.6 above shall be drawn up and be signed by two members on each and every occasion when payment is authorised - thus controlling the risk of duplicated payments being authorised and / or made.

5.8. In respect of grants a duly authorised committee shall approve expenditure within any limits set by council and in accordance with any policy statement approved by council. Any Revenue or Capital Grant in excess of £5,000 shall before payment, be subject to ratification by resolution of the council.

5.9. Members are subject to the Code of Conduct that has been adopted by the council and shall comply with the Code and Standing Orders when a decision to authorise or instruct payment is made in respect of a matter in which they have a disclosable pecuniary or other interest, unless a dispensation has been granted.

5.10. The council will aim to rotate the duties of members in these Regulations so that onerous duties are shared out as evenly as possible over time.

5.11. Any changes in the recorded details of suppliers, such as bank account records, shall be approved in writing by a Member.

6. Instructions for the making of payments

6.1. The council will make safe and efficient arrangements for the making of its payments.

6.2. Following authorisation under Financial Regulation 5 above, the council, a duly delegated committee or, if so delegated, the Clerk or RFO shall give instruction that a payment shall be made.

6.3. All payments shall be affected by cheque or other instructions to the council's bankers, or otherwise, in accordance with a resolution of council.

6.4. Cheques or orders for payment drawn on the bank account in accordance with the schedule as presented to council or committee shall be signed by two member[s] of council in accordance with a resolution instructing that payment. A member who is a bank signatory, having a connection by virtue of family or business relationships with the beneficiary of a payment, should not, under normal circumstances, be a signatory to the payment in question.

6.5. To indicate agreement of the details shown on the cheque or order for payment with the counterfoil and the invoice or similar documentation, the signatories shall each also initial the cheque counterfoil.

6.6. Cheques or orders for payment shall not normally be presented for signature other than at a council or committee meeting (including immediately before or after such a meeting). Any signatures obtained away from such meetings shall be reported to the council at the next convenient meeting.

6.7. If thought appropriate by the council, payment for utility supplies (energy, telephone and water) and any National Non-Domestic Rates may be made by variable direct debit provided

that the instructions are signed by two members and any payments are reported to council as made. The approval of the use of a variable direct debit shall be renewed by resolution of the council at least every two years.

6.8. If thought appropriate by the council, payment for certain items (principally salaries) may be made by banker's standing order provided that the instructions are signed, or otherwise evidenced by two members are retained and any payments are reported to council as made. The approval of the use of a banker's standing order shall be renewed by resolution of the council at least every two years.

6.9. If thought appropriate by the council, payment for certain items may be made by BACS or CHAPS methods provided that the instructions for each payment are signed, or otherwise evidenced, by two authorised bank signatories, are retained and any payments are reported to council as made. The approval of the use of BACS or CHAPS shall be renewed by resolution of the council at least every two years.

6.10. If thought appropriate by the council payment for certain items may be made by internet banking transfer provided evidence is retained showing which members approved the payment.

6.11. Where a computer requires use of a personal identification number (PIN) or other password(s), for access to the council's records on that computer, a note shall be made of the PIN and Passwords and shall be handed to and retained by the Chairman of Council in a sealed dated envelope. This envelope may not be opened other than in the presence of two other councillors. After the envelope has been opened, in any circumstances, the PIN and / or passwords shall be changed as soon as practicable. The fact that the sealed envelope has been opened, in whatever circumstances, shall be reported to all members immediately and formally to the next available meeting of the council. This will not be required for a member's personal computer used only for remote authorisation of bank payments.

6.12. No employee or councillor shall disclose any PIN or password, relevant to the working of the council or its bank accounts, to any person not authorised in writing by the council or a duly delegated committee.

6.13. Regular back-up copies of the records on any computer shall be made and shall be stored securely away from the computer in question, and preferably off site.

6.14. The council, and any members using computers for the council's financial business, shall ensure that anti-virus, anti-spyware and firewall software with automatic updates, together with a high level of security, is used.

6.15. Where internet banking arrangements are made with any bank, the Clerk /RFO shall be appointed as the Service Administrator. The bank mandate approved by the council shall identify a number of councillors who will be authorised to approve transactions on those

accounts. The bank mandate will state clearly the amounts of payments that can be instructed by the use of the Service Administrator alone, or by the Service Administrator with a stated number of approvals.

6.16. Access to any internet banking accounts will be directly to the access page (which may be saved under “favourites”), and not through a search engine or e-mail link. Remembered or saved passwords facilities must not be used on any computer used for council banking work. Breach of this Regulation will be treated as a very serious matter under these regulations.

6.17. Changes to account details for suppliers, which are used for internet banking may only be changed on written hard copy notification by the supplier and supported by hard copy authority for change signed by the Clerk/RFO. A programme of regular checks of standing data with suppliers will be followed.

6.18. Any Debit Card issued for use will be specifically restricted to the Clerk [and the RFO] and will also be restricted to a single transaction maximum value of £500 unless authorised by council or finance committee in writing before any order is placed.

6.19. A pre-paid debit card may be issued to employees with varying limits. These limits will be set by the council. Transactions and purchases made will be reported to the council and authority for topping-up shall be at the discretion of the council.

6.20. Any corporate credit card or trade card account opened by the council will be specifically restricted to use by the Clerk [and RFO] and shall be subject to automatic payment in full at each month-end. Personal credit or debit cards of members or staff shall not be used under any circumstances.

6.21. The council will not maintain any form of cash float. All cash received must be banked intact. Any payments made in cash by the Clerk/ RFO (for example for postage or minor stationery items) shall be refunded on a regular basis, at least quarterly.

OR

c) Payments to maintain the petty cash float shall be shown separately on the schedule of payments presented to council under 5.2 above.]

7. Payment of salaries

7.1. As an employer, the council shall make arrangements to meet fully the statutory requirements placed on all employers by PAYE and National Insurance legislation. The payment of all salaries shall be made in accordance with payroll records and the rules of PAYE and National Insurance currently operating, and salary rates shall be as agreed by council, or duly delegated committee.

7.2. Payment of salaries and payment of deductions from salary such as may be required to be made for tax, national insurance and pension contributions, or similar statutory or discretionary deductions must be made in accordance with the payroll records and on the appropriate dates stipulated in employment contracts, provided that each payment is reported to the next available council meeting, as set out in these regulations above.

7.3. No changes shall be made to any employee's pay, emoluments, or terms and conditions of employment without the prior consent of the **council as recommended by the staffing committee.**

7.4. Each and every payment to employees of net salary and to the appropriate creditor of the statutory and discretionary deductions shall be recorded in a separate confidential record (confidential cash book). This confidential record is not open to inspection or review (under the Freedom of Information Act 2000 or otherwise) other than:

- a) by any councillor who can demonstrate a need to know;
- b) by the internal auditor;
- c) by the external auditor; or
- d) by any person authorised under Audit Commission Act 1998, or any superseding legislation.

7.5. The total of such payments in each calendar month shall be reported with all other payments as made as may be required under these Financial Regulations, to ensure that only payments due for the period have actually been paid.

7.6. An effective system of personal performance management should be maintained for the senior officers.

7.7. Any termination payments shall be supported by a clear business case and reported to the council. Termination payments shall only be authorised by council.

7.8. Before employing interim staff, the council must consider a full business case.

8. Loans and investments

8.1. All borrowings shall be affected in the name of the council, after obtaining any necessary borrowing approval. Any application for borrowing approval shall be approved by Council as to terms and purpose. The application for borrowing approval, and subsequent arrangements for the loan shall only be approved by full council.

8.2. Any financial arrangement which does not require formal borrowing approval from the Secretary of State/Welsh Assembly Government (such as Hire Purchase or Leasing of

tangible assets) shall be subject to approval by the full council. In each case a report in writing shall be provided to council in respect of value for money for the proposed transaction.

8.3. The council will arrange with the council's banks and investment providers for the sending of a copy of each statement of account to the Chairman of the council at the same time as one is issued to the Clerk or RFO.

8.4. All loans and investments shall be negotiated in the name of the council and shall be for a set period in accordance with council policy.

8.5. The council shall consider the need for an Investment Strategy and Policy which, if drawn up, shall be in accordance with relevant regulations, proper practices and guidance. Any Strategy and Policy shall be reviewed by the council at least annually.

8.6. All investments of money under the control of the council shall be in the name of the council.

8.7. All investment certificates and other documents relating thereto shall be retained in the custody of the RFO.

8.8. Payments in respect of short term or long-term investments, including transfers between bank accounts held in the same bank, or branch, shall be made in accordance with Regulation 5 (Authorisation of payments) and Regulation 6 (Instructions for payments).

9. Income

9.1. The collection of all sums due to the council shall be the responsibility of and under the supervision of the RFO.

9.2. Particulars of all charges to be made for work done, services rendered or goods supplied shall be agreed annually by the council, notified to the RFO and the RFO shall be responsible for the collection of all accounts due to the council.

9.3. The council will review all fees and charges at least annually, following a report of the Clerk.

9.4. Any sums found to be irrecoverable and any bad debts shall be reported to the council and shall be written off in the year.

9.5. All sums received on behalf of the council shall be banked intact as directed by the RFO. In all cases, all receipts shall be deposited with the council's bankers with such frequency as the RFO considers necessary.

9.6. The origin of each receipt shall be entered on the paying-in slip.

9.7. Personal cheques shall not be cashed out of money held on behalf of the council.

9.8. The RFO shall promptly complete any VAT Return that is required. Any repayment claim due in accordance with VAT Act 1994 section 33 shall be made at least annually coinciding with the financial year end.

9.9. Where any significant sums of cash are regularly received by the council, the RFO shall take such steps as are agreed by the council to ensure that more than one person is present when the cash is counted in the first instance, that there is a reconciliation to some form of control such as ticket issues, and that appropriate care is taken in the security and safety of individuals banking such cash.

N/A 9.10. Any income arising which is the property of a charitable trust shall be paid into a charitable bank account. Instructions for the payment of funds due from the charitable trust to the council (to meet expenditure already incurred by the authority) will be given by the Managing Trustees of the charity meeting separately from any council meeting (see also Regulation 16 below).]

10. Orders for work, goods and services

10.1. An official order or letter shall be issued for all work, goods and services unless a formal contract is to be prepared or an official order would be inappropriate. Copies of orders shall be retained.

10.2. Order books shall be controlled by the RFO.

10.3. All members and officers are responsible for obtaining value for money at all times. An officer issuing an official order shall ensure as far as reasonable and practicable that the best available terms are obtained in respect of each transaction, usually by obtaining three or more quotations or estimates from appropriate suppliers, subject to any de minimis provisions in Regulation 11.1 below.

10.4. A member may not issue an official order or make any contract on behalf of the council.

10.5. The RFO shall verify the lawful nature of any proposed purchase before the issue of any order, and in the case of new or infrequent purchases or payments, the RFO shall ensure that the statutory authority shall be reported to the meeting at which the order is approved so that the minutes can record the power being used.

11. Contracts

11.1. Procedures as to contracts are laid down as follows:

a) Every contract shall comply with these financial regulations, and no exceptions shall be made otherwise than in an emergency provided that this regulation need not apply to contracts which relate to items (i) to (vi) below:

- i. for the supply of gas, electricity, water, sewerage and telephone services;
- ii. for specialist services such as are provided by legal professionals acting in disputes;
- iii. for work to be executed or goods or materials to be supplied which consist of repairs to or parts for existing machinery or equipment or plant;
- iv. for work to be executed or goods or materials to be supplied which constitute an extension of an existing contract by the council;
- v. for additional audit work of the external auditor up to an estimated value of £500 (in excess of this sum the Clerk and RFO shall act after consultation with the Chairman and Vice Chairman of council); and
- vi. for goods or materials proposed to be purchased which are proprietary articles and / or are only sold at a fixed price.

b) Where the council intends to procure or award a public supply contract, public service contract or public works contract as defined by The Public Contracts Regulations 2015 ("the Regulations") which is valued at £25,000 or more, the council shall comply with the relevant requirements of the Regulations².

c) The full requirements of The Regulations, as applicable, shall be followed in respect of the tendering and award of a public supply contract, public service contract or public works contract which exceed thresholds in The Regulations set by the Public Contracts Directive 2014/24/EU (which may change from time to time)³.

d) When applications are made to waive financial regulations relating to contracts to enable a price to be negotiated without competition the reason shall be embodied in a recommendation to the council.

e) Such invitation to tender shall state the general nature of the intended contract and the Clerk shall obtain the necessary technical assistance to prepare a specification in appropriate cases. The invitation shall in addition state that tenders must be

² The Regulations require councils to use the Contracts Finder website to advertise contract opportunities, set out the procedures to be followed in awarding new contracts and to publicise the award of new contracts

³ Thresholds currently applicable are:

- a) For public supply and public service contracts 209,000 Euros (£181,302)
- b) For public works contracts 5,225,000 Euros (£4,551,413)

addressed to the Clerk in the ordinary course of post. Each tendering firm shall be supplied with a specifically marked envelope in which the tender is to be sealed and remain sealed until the prescribed date for opening tenders for that contract.

f) All sealed tenders shall be opened at the same time on the prescribed date by the Clerk in the presence of at least one member of council.

g) Any invitation to tender issued under this regulation shall be subject to Standing Orders **18 (d)** and shall refer to the terms of the Bribery Act 2010.

h) When it is to enter into a contract of less than £25,000 in value for the supply of goods or materials or for the execution of works or specialist services other than such goods, materials, works or specialist services as are excepted as set out in paragraph (a) the Clerk or RFO shall obtain 3 quotations (priced descriptions of the proposed supply); where the value is **below £3,000 and above £100 the Clerk or RFO shall strive to obtain 3 estimates. Otherwise, Regulation 10.3 above shall apply.**

i) The council shall not be obliged to accept the lowest or any tender, quote or estimate.

j) Should it occur that the council, or duly delegated committee, does not accept any tender, quote or estimate, the work is not allocated and the council requires further pricing, provided that the specification does not change, no person shall be permitted to submit a later tender, estimate or quote who was present when the original decision-making process was being undertaken.

12. Payments under contracts for building or other construction works

12.1. Payments on account of the contract sum shall be made within the time specified in the contract by the RFO upon authorised certificates of the architect or other consultants engaged to supervise the contract (subject to any percentage withholding as may be agreed in the particular contract).

12.2. Where contracts provide for payment by instalments the RFO shall maintain a record of all such payments. In any case where it is estimated that the total cost of work carried out under a contract, excluding agreed variations, will exceed the contract sum of 5% or more a report shall be submitted to the council.

12.3. Any variation to a contract or addition to or omission from a contract must be approved by the council and Clerk to the contractor in writing, the council being informed where the final cost is likely to exceed the financial provision.

13. Assets, properties and estates

13.1. The Clerk shall make appropriate arrangements for the custody of all title deeds and Land Registry Certificates of properties held by the council. The RFO shall ensure a record is maintained of all properties held by the council, recording the location, extent, plan, reference, purchase details, nature of the interest, tenancies granted, rents payable and purpose for which held in accordance with Accounts and Audit Regulations.

13.2. No tangible moveable property shall be purchased or otherwise acquired, sold, leased or otherwise disposed of, without the authority of the council, together with any other consents required by law, save where the estimated value of any one item of tangible movable property does not exceed [£250].

13.3. No real property (interests in land) shall be sold, leased or otherwise disposed of without the authority of the council, together with any other consents required by law. In each case a report in writing shall be provided to council in respect of valuation and surveyed condition of the property (including matters such as planning permissions and covenants) together with a proper business case (including an adequate level of consultation with the electorate).

13.4. No real property (interests in land) shall be purchased or acquired without the authority of the full council. In each case a report in writing shall be provided to council in respect of valuation and surveyed condition of the property (including matters such as planning permissions and covenants) together with a proper business case (including an adequate level of consultation with the electorate).

13.5. Subject only to the limit set in Regulation 14.2 above, no tangible moveable property shall be purchased or acquired without the authority of the full council. In each case a report in writing shall be provided to council with a full business case.

13.6. The RFO shall ensure that an appropriate and accurate Register of Assets and Investments is kept up to date. The continued existence of tangible assets shown in the Register shall be verified at least annually, possibly in conjunction with a health and safety inspection of assets.

14. Insurance

14.1. Following the annual risk assessment (per Regulation 17), the RFO shall effect all insurances and negotiate all claims on the council's insurers [in consultation with the Clerk].

14.2. The RFO shall keep a record of all insurances effected by the council and the property and risks covered thereby and annually review it.

14.3. The RFO shall be notified of any loss liability or damage or of any event likely to lead to a claim, and shall report these to council at the next available meeting.

14.5. All appropriate members and employees of the council shall be included in a suitable form of security or fidelity guarantee insurance which shall cover the maximum risk exposure as determined [annually] by the council, or duly delegated committee.

16. N/A Charities

[16.1. Where the council is sole managing trustee of a charitable body the Clerk and RFO shall ensure that separate accounts are kept of the funds held on charitable trusts and separate financial reports made in such form as shall be appropriate, in accordance with Charity Law and legislation, or as determined by the Charity Commission. The Clerk and RFO shall arrange for any audit or independent examination as may be required by Charity Law or any Governing Document.]

17. Risk management

17.1. The council is responsible for putting in place arrangements for the management of risk. The Clerk / RFO shall prepare, for approval by the council, risk management policy statements in respect of all activities of the council. Risk policy statements and consequential risk management arrangements shall be reviewed by the council at least annually.

17.2. When considering any new activity, the Clerk /RFO shall prepare a draft risk assessment including risk management proposals for consideration and adoption by the council.

18. Suspension and revision of Financial Regulations

18.1. It shall be the duty of the council to review the Financial Regulations of the council from time to time. The Clerk shall make arrangements to monitor changes in legislation or proper practices and shall advise the council of any requirement for a consequential amendment to these Financial Regulations.

18.2. The council may, by resolution of the council duly notified prior to the relevant meeting of council, suspend any part of these Financial Regulations provided that reasons for the suspension are recorded and that an assessment of the risks arising has been drawn up and presented in advance to all members of council.

The Model Financial Regulations templates were produced by the National Association of Local Councils (NALC) in **July 2019** for the purpose of its member councils and county associations. Every effort has been made to ensure that the contents of this document are correct at time of publication. NALC cannot accept responsibility for errors, omissions and changes to information subsequent to publication.

EASTON ON THE HILL PARISH COUNCIL RISK ASSESSMENT 2020-21

A Risk Assessment is a systematic general examination of working conditions, workplace activities and environmental factors that will enable Easton on the Hill Parish Council to identify any and all potential inherent risks. Easton on the Hill Parish Council will take all practical and necessary steps to reduce or eliminate risks, in so far as is practically and reasonably possible. The document has been produced to enable Easton on the Hill Parish Council to assess the risks it faces and satisfy itself that it has taken adequate steps to minimise them.

Rating A= Satisfactory, Rating B=Review Proposed, Rating X = Unsatisfactory.

	Risks Identified	Management/Control	Rating	Review/Assess	Action By
Financial	Inadequate records Financial Irregularities	The Parish Council uses Financial Regulations which set out the requirements based on Model Regulations from NALC Appointment of NCALC Internal Audit Service	A	Existing procedure adequate. Review May 2020.	Clerk/Council
	Lack of commitment by Councillors to the budgetary process	Finance Committee meets to set proposed budget. Full Council receives detailed budget estimates. Precept determined on basis of the budget set. Expenditure against budget is reported at each full council meeting	A	Existing Procedure adequate	Clerk/Council
	Failure to ensure that the annual precept results from an adequate budgetary process	Start consideration of budgetary process at least 3 months prior to submission date of Precept. Checks by Finance Committee and Clerk/RFO and councillors	A	Existing Procedure adequate	Clerk/Council
	Inadequate internal controls with regard to monitoring expenditure	Internal Control checks are carried out every quarter by a councillor who is not a cheque signatory to ensure effective financial management by Clerk/RFO	A	Existing Procedure adequate	Clerk/ Councillor
	Reserves too High/Low	Practitioners Guide advises reserve balance must not exceed the Precept but should be sufficient to allow the council to operate if expected precept is not received	A	Existing Procedure adequate	Council
	Illegal Activity or Payments	All activity and payment within the powers of the Parish Council to be resolved at Council meetings, as per the Financial Regulations with	A	Existing Procedure adequate	Clerk/Council

		spot checks by independent checkers each month/quarter.			
	Fraud by Employees/Councillors	Ensure level of Fidelity Insurance is adequate and review annually Payments on line authorised by two councillors	A	Existing Procedure adequate	Clerk
Financial	Cash Handling	Cash may be received from allotments or other reasons. Cash to be paid into the current account, not petty cash irrespective of the amount.	A	Existing Procedure adequate	Clerk
	VAT-requirements of HRMC not met	VAT is reclaimed yearly as a minimum	A	Existing Procedure adequate	Clerk
Business Continuity	Incapacity/Absence of Clerk/Resignation of Clerk	Designate a person to temporarily act as Clerk in an emergency. A Locum Service is available through the Society of Local Council Clerks A Councillor cannot receive remuneration for clerical duties Locum cost can be expensive	A		Clerk
	Loss or damage to Council records through theft/fire/damage Inability to access records	Minutes and Agendas are held on the Council and Village Website, Paper copies held by Clerk until they are transferred to County Archives. Data is backed up on external hard drive? and the cloud Copies of policies and other records are also on the website and can be downloaded.	A	Existing Procedure adequate	Clerk
	Security of Data (It Systems and Support)	Any confidential documents are securely destroyed. The Council Laptop is Password Protected and has MacAfee security protection.	A	Existing Procedure adequate	Clerk
	Failure to retain or secure the necessary number of members for the council	Clerk to maintain an up to date Councillor Attendance Register.	A	Existing Procedure adequate	Clerk
	Election Costs	The council maintains an election fund at around £1000/adequate level to meet any election costs, If this is insufficient at any point in time, the shortfall will be met from the general reserve.	A	Existing Procedure adequate	Clerk/Council

Legal	Freedom of Information	The Council has adopted the model scheme produced by the Office of the Information Commissioner. Assistance to be sought from Monitoring Officer or NCALC as required.	A	Action any FOI requests in accordance with policy.	Clerk
	Governing Policies not up to date	All Policies are reviewed annually by the council and clerk	A	Existing Procedure adequate	Clerk/Council
Legal	Failure to ensure that all employees are paid in accordance with Council regulations and are adequately monitored. Failure to comply with Inland Revenue and HRMC regulations	A contract of Employment and Job Description is agreed for the Clerk. Clerk runs payroll using HRMC BASIC PAYE tools. Ensure employee regulations are available and understood by the clerk. No additional payment to the clerk without Finance committee approval.	A	Existing Procedure adequate	Clerk/Council Internal Auditor
	Conflict of Interest Members Register of Interest	Councillors are required to declare where they have an interest in any item of business and this is recorded in the Minutes. Completed Register of Interests forms are submitted to the Monitoring Officer at ENC and periodically reviewed. Any Change in a Councillors Register of Interest must be declared. Code of Conduct has been adopted.	A	Existing Procedure adequate	Councillors
Governance & Management	Lack of knowledge of regulations and legislation	Ensure Code of Conduct, Standing Orders and Financial Regulations are in place and are reviewed annually. Highlight essential parts and provide training where relevant. Attend training courses. Membership of NCALC and SLCC	A	Existing Procedure adequate	Clerk/Councillors
	Action by the Parish Council outside its powers laid down by Parliament	Clerk to monitor relevant legislation and report to council. Advice sought from other bodies where required.	A	Existing Procedure adequate	Clerk
	Lack of commitment to regulations and procedures	Council and Clerk to review Council's meeting and operational procedures annually	A	Existing Procedure adequate	Clerk/Chairman/Council
	Notice of meeting	The meeting agenda is placed on Village/Council Website, Village Notice Board	A	Existing Procedure adequate	Clerk

		and at the Post Office. Councillors to receive summons electronically where possible			
	Accurate and legal Minutes	Minutes are presented to next council meeting for approval. Minutes are produced for all meetings Draft minutes are posted on the website and board	A	Existing Procedure adequate	Clerk/Council
Governance & Management	Written Communication to third Parties	All formal written communication/emails should be directed through the clerk and may be signed by the Chairman or Vice Chairman when necessary. Communication standards policy in place.	A	Existing Procedure adequate	Clerk/Council
	Engagement by Members in the operation and activities of the Parish Council	Take every opportunity to publicise the role of the Parish Council through the website and Face Book. Public Open Forum Sessions are held at start of each Council meeting. Effective use of Village notice boards. Use key issues to raise the profile of the Parish Council and to test parishioner's views. Councillor's details are available on the website.	A	The Parish Council Website and Face Book page will be live in May 2017 and all Councillors details will be available.	Council
	Impact of Public Spending Cuts	All councillors to be made aware that priorities must be set on the basis of the financial capacity of the Parish Council to deliver. Attend training where appropriate	A	Existing Procedure adequate	Council
	Lack of engagement by Councillors and Residents on major items of public interest	Ensure publicity through village noticeboards, face book, leaflets and website plus village open events.	A	Existing Procedure adequate	Clerk/Council
	Lack of knowledge by Councillors on their role, responsibility and accountability.	All councillors to receive a councillor information folder upon becoming a member of the council. All councillors to receive a copy of the Good Councillors Guide. Councillors to attend relevant training	A	Existing Procedure adequate	Clerk/Council
	Inadequate insurance cover for members and Clerk	Review Risk Assessment by including on Agenda of Parish Council meeting at least annually. Ensure a Risk Assessment is carried out for all new assets and appropriate insurance cover implemented	A	New Risk Assessments required for the Defibrillator and VAS cameras	Clerk/Council

	Failure to identify, value and maintain all assets of the Parish Council, and ensure that asset and investment registers are complete.	Record and maintain a record of all assets for which the Parish Council is responsible and include in the year end accounts. Arrange for annual review of valuations and arrange for professional valuation where appropriate.	A	Existing Procedure adequate	Clerk
Governance & Management	Adoption and implementation of appropriate Government legislation	Clerk to have appropriate legislation available. Review liabilities and responsibilities periodically at Parish Council meetings. Clerk to attend training and conferences and to read sector publications to keep up to date. Clerk to work towards CiLCA qualification.	A	Existing Procedure adequate	Clerk
Assets and Property	Loss or damage to Assets Risk/damage third party	An Asset Register is maintained for asset control An annual review of any assets will be undertaken for insurance purposes Regular risk checks of Council property Independent check of equipment in the play area at the playing field and The Close, is instructed annually Repairs undertaken by competent contractor Public Liability insurance is in place	A	Existing Procedure adequate	Clerk/Council
	Poor maintenance of assets or amenities	All assets owned by the Parish Council are regularly reviewed and maintained. All repairs and relevant expenditure for any repair is actioned/authorised in accordance with the correct procedures of the Parish Council	A	Existing Procedure adequate	Clerk/Council
	Employment of Contractors	Ensure that all contractors hold sufficient public liability insurance and health and safety certificates.	A	Existing Procedure adequate	Clerk/Council
	Adequacy of Meeting locations Health and Safety	Parish Council meetings are held in Easton on the Hill Village Hall, which is a venue considered to have all the appropriate facilities for the Clerk, Councillors and the general public, Zoom video conferencing can be used if necessary while regulations allow.	A	Existing Procedure adequate	Clerk/Council

Presented to Council on Monday 11th MAY 2020

Signed by Chairman

Date

Easton on the Hill Parish Council

EASTON ON THE HILL PARISH COUNCIL FINANCE REPORT

MONTH ENDING 30/4/2020

Bank reconciliation

Brought forward £3254

plus income to date

Precept £16417, grant deposit £2876, allotments = £22645

Less payments for April £5234

Balance £17411 (Agrees with bank balance)

Notes

Payments for May £2408 if pole bracket agreed)

VAT receipt reclaim to come £1182

Expenditure against budget headings to date

	BUDGET	ACTUAL TO DATE	% of budget	APR
Payments <i>(excluding VAT)</i>				
Staff costs inc hmrc	£ 9,520.00	£ 772.76	8.12%	£ 772.76
Insurance	£ 1,550.00	£ -	0.00%	
Room Hire	£ 200.00	£ 11.00	5.50%	£ 11.00
Admin costs, station, post, miles	£ 500.00	£ 61.96	12.39%	£ 61.96
Subscriptions	£ 665.00	£ 459.85	69.15%	£ 459.85
Training/conference	£ 1,250.00	£ -	0.00%	
Audit	£ 420.00	£ 222.00	52.86%	£ 222.00
Street Lighting	£ 2,300.00	£ 218.68	9.51%	£ 218.68
Solicitor		£ -	#DIV/0!	
Parks & Open Spaces	£ 5,610.00	£ -	0.00%	
Asset Maintenance	£ 1,225.00	£ 20.00	1.63%	£ 20.00
Website & email	£ 585.00	£ -	0.00%	
PWLB	£ -	£ -	#DIV/0!	
s137 payments	£ 50.00	£ -	0.00%	
Other payments (not in budget)		£ 2,876.40	#DIV/0!	£ 2,876.40
Total Payments	£23,875.00	£ 4,642.65	19.45%	£ 4,642.65

Receipts (excluding VAT)				
Precept - ENC	£32,835.00	£16,417.50		£16,417.50
Allotment Rent	£ 140.00	£ 97.50		£ 97.50
Interest	£ 25.00	£ -		
Donations		£ -		
Other receipts (not in budget)	Grant	£ 2,876.40		£ 2,876.40
email a/c credit		£ 12.50		£ 12.50
Total Receipts	£33,000.00	£19,403.90	58.80%	£19,403.90
Reserves/projects	Opening Balance	Closing Balance		APR
General reserves	£ 3,000.00			
Election	£ 1,000.00			
Village plan	£ 150.00			
PF imp project	£ 3,000.00			
Replace bench	£ 700.00			
Replace pole New Town	£ 650.00			
Solicitor fees	£ 500.00			
Path, grant				£ 2,876.40
Total Reserves	£ 9,000.00	£ -		£ 2,876.40
VAT payments				£ 591.62

Information and costs associated with demolition of building, refurbishment of car parking area and play/gym equipment – phases of the playing fields renovation project.

Points to note

- The PFWP made recommendations to demolish the old building and this was a priority voiced by many people at the recent village event.
- It has been established that a grant to pay for demolition is covered and more likely to be supported if it is part of an overall plan to improve the same area.
- The sporting fields were given planning permission on the proviso that a car park for 15 cars was provided. There needs to be a suitable emergency vehicle access point also.
- The lease with the cricket club states that the car park will be maintained by the PC.
- Vehicles using the playing fields are authorised users of the bridleway and will continue to use it for access
- Better play equipment was also a priority of those attending the village event and completing the survey and a PFWP recommendation. More details are needed on choices and layout of equipment, however gym equipment along the path was also an idea, used with the existing benches.
- It was agreed at the last meeting that a grant for demolition and car park renovation be submitted, along with equipment if possible. It is accepted that the building should be the first part addressed before any new equipment, so that the space can be fully realised and a proper plan for equipment made
- The parking area was heavily affected by the wet weather in the winter and is very uneven and not suitable for cars to park easily at present.
- Improving the car park was not specifically a playing field recommendation, although it was recognised that the fencing and the aesthetics of the entrance area need improving. The parish council have deemed it necessary to renovate it to meet its requirements, obviously when the building is demolished it will be necessary to some degree. A gate was initially turned down by the PC.
- It is understood that this is an emotive issue with some who disagree that cars should be allowed or encouraged to use the bridleway/access the field and new equipment is more important than the car parking area. The PFWP also wondered if the car park could be made smaller - the requirement is for min. 15 cars.
- A phased approach would mean more time to consider the important subject of equipment is right for all and all the recommendations can be met.
- Good working relations with users and the cricket club are vital for ongoing management and use of the whole area. Use of the parking area for matches is needed and strengthening for ongoing use in all weathers to avoid it getting rutted etc again and again.
- It is accepted that this area is known as a car park and deemed a car park.
- Most common reasons from the survey why people did not use the PF were aesthetics, age, playground and access
- All users need to be encouraged there for different reasons and amenities and the PFWP established some good, general feedback.
- Are the demographics of village a factor? – how many youths and young children are there to use the equipment? What is the priority with equipment types? Who are the greatest users of the space? Maybe unknown as they are not using it at present due to its state and lack of appeal!?

- The PFA was on the PC agenda previously and was then delayed waiting for the election of possibly new councillors to the council. Now the election has been cancelled and councillors are staying on the extra year, further consideration of this project can be made.
- The playing field association (PFA) could now be set up with heads of terms, similar to the cricket club, to manage the area and apply for future grants as needed. TBD.
- Augean have a grant application round, deadline 20/5/20, for max 50k with a 5% donation from the PC. They are still accepting applications at present and it is evidently a good time to apply as it is a bit quieter than normal due to furloughed staff etc.
- Further grants are available for different phases of a project and we are encouraged that a “shopping list” is presented for them to be able to award a part if necessary. They do tend to like a phased approach.

Information on costings/options (ex vat)

1, Demolition of building

- | | |
|-----------------------|--|
| A. John Reeve | £7400 as a stand alone job/£6900 if part of bigger job |
| B. Carrs Construction | £14625 as a stand alone job |
| C. Kevin Cox | ballpark £10,000 as a stand alone job |
| D. KKD | £7368 if part of a bigger job |

2, To just level off grass car park area after demolition, an estimated extra £500 on top of demolition cost

3, To lay hard surface car park with a pea gravel top plus new fencing, estimate £16k ex vat

4, Renovation of car park 22m x 25m using hardcore and Bodpave grid layer , plus re-enforcement and soil/grass over, plus new fencing around and reinforced entrance area

- | | |
|---------------|--------|
| 1. John Reeve | £24795 |
| 2. KKD | £27932 |
| 3. Corden | £34228 |

5, Play equipment ideas, as per survey and village hall event

1. MUGA and “general play equipment” were the top 2 choices from the original survey
2. Older children equipment may be a priority as youngers are catered for more currently
3. Trim trail equipment has been suggested along the path, as well as a fenced off gym area, ideas and costs **excl fitting and matting** are ski stepper £981, Air skier £738, Sit up £647, Fitness frame £2808, Rower £1031, chest pull £1967, cycle £1800
4. Pre-school equipment such as role play, a stage, army jeep £5048, boat £5318, tothill £2246
5. Fenced off play area
6. Climbing equipment for 5-12 year olds £9048
7. Metal goal ends for sec school age
8. Teqtable approx. £2500

Equipment prices to supply and install examples

2 x Toddler equipment, tower/slide/climbing net plus a spinner £8580

Adult gym equipment approx. £1000 each plus install cost.

Options for grant

1. Apply for grant to demolish building plus renovate car parking area with reinforcement under the grass and replace fencing.
2. Apply for grant to demolish building and just make good car park area and new fencing and get detailed requests for the equipment.
3. Apply for a grant to demolish building plus renovate car parking area and top up with gym/play equipment after more definite suggestions obtained. Example Grass/re-enforced car park 25k plus demolition 7.4k plus initial play equipment 17k = 50k
4. Gym equipment around path not dependant on a plan for other equipment maybe. Can be applied for and changed if necessary, after more information is sought from PFA. Gym equipment costs approx. 10k for 7 pieces (Northborough recently did this)