

# 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 13<sup>th</sup> July 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

<b>20/106</b>	<b>APOLOGIES FOR ABSENCE</b>	
	To receive and note apologies accepted by the Clerk.	
<b>20/107</b>	<b>DECLARATIONS OF INTEREST</b>	
	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	
<b>20/108</b>	<b>PUBLIC PARTICIPATION</b>	
	Arrangements will be made for the public to join the meeting remotely or join by telephone call if they wish. <b>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</b> 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	
<b>20/109</b>	<b>MINUTES OF THE LAST MEETING (previously circulated)</b>	
	To confirm as correct the record of the minutes of the meetings held on Monday 8 <sup>th</sup> June 2020. They will be signed electronically, as the permitted method during the pandemic.	
<b>20/110</b>	<b>MATTERS ARISING from previous meeting</b> to note the pole bracket/supply for New Town has been fitted and too late for litter picking grant.	
<b>20/111</b>	<b>CO-OPTION TO PARISH COUNCILLOR VACANCY</b>	
	<b>111.1</b>	To receive and acknowledge all applications, herewith, for the 1 vacancy being co-opted to for the vacancy created by the recent resignation of K Cox.
	<b>111.2</b>	To discuss the candidates (candidates to go into waiting room) and, if necessary, vote in turn until majority achieved and candidates appointed, as per the co=option policy. Where possible, if applicants are present, sign the declaration of acceptance and take part in meeting.
<b>20/112</b>	<b>GOVERNANCE MATTERS</b>	
	<b>112.1</b>	To receive ideas for Ward Councillor grant application of between 1-3k and resolve which to apply for.
	<b>112.2</b>	To receive new internal control checks feedback for June and July
	<b>112.3</b>	To review committees and working parties membership, herewith
	<b>112.4</b>	To receive consultation document for proposed new national model councillor code of conduct and agree any feedback (herewith)
	<b>112.5</b>	To agree assets check form and resolve who to carry out
	<b>112.6</b>	To review and agree 5 policies/procedures as follows that are due, herewith; Complaints procedure, Grant awarding policy, Model FOI publication policy, Member Officer Protocol and Unreasonable complainant policy.
	<b>112.7</b>	To receive letter of thanks from House Of Commons, Tom Pursglove MP for the Help on the Hill volunteer scheme and formally thank Tim Nicol and also Councillor Bates and other Councillors, past and present for their help with the playing field benches and other services.
<b>20/113</b>	<b>PLAYING FIELD OWNERSHIP/DEVELOPMENT/CRICKET CLUB</b>	
	<b>113.1</b>	Review feedback from recent meeting with the solicitor about the playing fields ownership title application, the cricket club lease and impact on Playing Field Association lease.
	<b>113.2</b>	Receive information on cost of cricket club lease to be checked and agreed by the solicitor and resolve to put forward.

	<b>113.3</b>	To receive information on cricket club fencing request, previously circulated, and agree response.
	<b>113.4</b>	To receive update on Augean grant application if available
	<b>113.5</b>	To receive feedback from recent village plan working party meeting and agree actions and revised terms of reference, also taking into account of 113.1
	<b>113.6</b>	To receive update on Community Facilities Fund grant expenditure.
	<b>113.7</b>	To receive confirmation of use of playing field for organised groups exercise purposes
<b>20/114</b>	<b>REPORTS FROM REPRESENTATIVES</b>	
	<b>114.1</b>	Trees and Greens Working Party; Cllr O'Grady a) To receive update on the work performed at Spring Close and work done by Leics Gardens and agree any further work/expenditure. b) To receive report on all other greens, complaints regarding The Crescent and hedges at The Close, Westfields and West St update following report to Longhurst Group c) To receive further report of hazel bush at Millennium Garden, alder tree and broken barrier and decide how to proceed d) To receive notice of overhanging branches on wall at 6 Stamford Road and action.
	<b>114.2</b>	Checkers Reports a) To receive checker report for June b) To decide on any actions necessary c) to note ROSPA inspection feedback, previously circulated and decide on action d) to review play areas situation and resolve any issues regarding re-opening w/e/f/ 4 <sup>th</sup> July
	<b>114.3</b>	Village Hall update since lockdown easing allows for some meetings
	<b>114.4</b>	Vehicle Activation Devices, Cllr Nicol and Cllr Rawlinson; Receive update on unit not working
	<b>114.5</b>	Traffic Working Group – Cllr Nicol, Cllr Sharpe and Cllr Rawlinson. Update if anything.
	<b>114.6</b>	Village plan working party – see 113.5
<b>20/115</b>	<b>FINANCE</b> a) To receive updated finance report, herewith b) To further discuss options for a replacement bench on Stamford Road/elsewhere and agree expenditure as detailed in the budget	
<b>20/116</b>	<b>ALLOTMENTS</b>	
	<b>116.1</b>	To receive update on allotments;
<b>20/117</b>	<b>PLANNING</b>	<b>APPLICATIONS, FEEDBACK FROM PLANNING COMMITTEE AND RESPONSES</b>
	<b>117.1</b>	To receive feedback from NCALC on Planning Committee responses to ENC Planning and public awareness
	<b>117.2</b>	20/00673/FUL demolition of modern PVC conservatory to the rear elevation and its replacement with a s/s glazed extension at 40 Church St. <b>Deadline 16/7/2020</b>
	<b>117.3</b>	20/00687/FUL Alterations to and conversion of existing stone barn into a residential annexe; Re-roofing of a “folly” at 26 High St. <b>Deadline 16/7/2020</b>
	<b>117.4</b>	20/00697/FUL 2 storey side and s/s rear extension at 54 Stamford Road. <b>Deadline 23/7/2020</b>
	<b>117.5</b>	20/00732/FUL s/s rear extension, dormer extension to side elevation at 5 West St. <b>Deadline 30/7/2020</b>
	<b>117.6</b>	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. PC response sent. Revised plans received and no comments/objections. Recognition that improves the situation for the neighbour sent. Deadline 10/7/2020
	<b>117.7</b>	20/00478/TCA remove 2 ash trees replace with boundary fencing with standard wooden fencing at 58 High St. Deadline 15/5/2020. Permission given.
	<b>117.8</b>	20/00566/TCA remove horse chestnut (T1) to ground level at 26a Church St. Response from PC sent and revised due to additional information on the reasons given. Permission granted.
	<b>117.9</b>	20/00362/FUL recess the entrance into the arch and infill the above level with glass. Ground floor extension to existing dwelling. Permitted
	<b>117.10</b>	20/00250/FUL New front porch, gd floor and first floor rear extension at 7 Westfields. Appeal lodged.
<b>20/118</b>	<b>CLERK REPORT / CORRESPONDENCE / MISC</b>	

	a) Receive information about Parish Councillors Network events 16/7/2020, 23/7/2020 b) Receive information about Great British Spring Clean event postponed and changed to individuals/groups of 6 to be held 11 <sup>th</sup> -27 <sup>th</sup> September c) PAYE/employment course feedback. National pay rise not agreed yet however incremental rise was due 1/4/2020		
<b>20/119</b>	<b>ORDERS FOR PAYMENT</b>		
	To agree payments to be made as follows;		
	<b>119.1</b>	Invoice for 2 picnic benches ref CFF grant (Vat to be reclaimed)	£495
	<b>119.2</b>	ICO Data Protection annual fee	£40
	<b>119.3</b>	Eon new pole bracket and lantern at New Town	£780
	<b>119.4</b>	Zoom prescription J Rice paid, re-imburse % split pm, June payment	£7.99
	<b>119.5</b>	Ink contract % split per month J Rice June	£10
	<b>119.6</b>	Mileage J Rice June Nil plus postage £1.64	£1.64
	<b>119.7</b>	NCALC training fees for Off to a Flying Start x 2 and Code of Conduct x 2	£164
	<b>119.8</b>	NCALC CiLCA course fee % share £280 (EOTH pay £495 and others re-imburse £215)	£495
	<b>119.9</b>	SSE electric 2 <sup>nd</sup> June and 2 <sup>nd</sup> July invoices and agree to pay any in between meetings	£122.29 (paid last month) £118.51 due
	<b>119.10</b>	ROSPA annual inspection fee	£164.40
	<b>119.11</b>	HMRC employer payment adjustment	£
	<b>119.12</b>	Eon maintenance charges	£79.70
	<b>119.13</b>	Leics Gardens invoice paid 29/6 for cuts in May/June	£840
	<b>119.14</b>	Clerk's salary plus home office payable 31/7/2020 £745.76 - PAYE due + £27 home office plus HMRC adjustment	£
	<b>119.15</b>	<b>To note income received;</b> Grant received from ENC	<b>Receipts</b> £412
<b>20/120</b>	<b>DATE OF NEXT MEETING To note that the date of the next (possibly still remote) meeting is Monday 14<sup>th</sup> September 2020 at 7pm</b>		

# EASTON ON THE HILL PARISH COUNCIL-ASSETS REGISTER AS AT 31<sup>ST</sup> MARCH 2020

			Date	Replacement	Insure			Annual
		Value	Acquired	value	Y/N	Risk/ level	Risk assessment & action	Check done
					Excess £250			Date and comment
<b><u>Playing Field:</u></b>	Nominal Value	£ 1,000.00	1967	////	N	Med	N/A	N/A
	Pavilion	£ 32,340.80		////	N		Annual check	JR
	Standpipe and tap	£ 500.00		////	N		Annual check	JR
	Gate	£ 300.00		////	N		Annual check	JR
	Safety matting under swing	£ 3,259.50		////	N		ROSPA/monthly check	
	Dog Bin	£ 145.00		////	N		Annual / adhoc checks	JR
	Litter Bin	£ 298.00		////	N		Annual/ad hoc checks	JR
	Youth Shelter & Basket area	£ 11,782.00	11/02/2013	7800	Y		Annual check	JR
				////	////			
<b><u>The Close:</u></b>	Combination swings of 2 chlds and cradle swing	£ 3,000.00		3245	Y	Med	ROSPA/Cllr monthly checks	N/A
	Arch			2262	Y		As above	
	Slide	£ 1,800.00		5028	Y		As above	
	Safety Surfacing for above	£ 7,361.42	10/06/2012	7500	Y		As above	
	2 Springies & safety surface	£ 3,793.65	10/06/2012	3800	Y		As above	

# EASTON ON THE HILL PARISH COUNCIL-ASSETS REGISTER AS AT 31<sup>ST</sup> MARCH 2020

	Bench Seat	£ 455.00		£700	Y		Annual check	AOG
				////	////			
<b>Allotments:</b>	Nominal Value	£ 500.00	Not Known	N/A	N	Nil	Annual check	PB
	Fence	£ 2,259.00		£2500	Y	Degrades, falls/breaks	Annual checks	PB
	Standpipe and tap	£ 500.00		N/A	N	Nil	Annual checks	PB
				////	////			
<b>Pocket Park: (Spring Close)</b>	Nominal Value	£ 500.00	Gifted 1977 Registered 1996	N/A	N	nil	Ad hoc checks by Trees and Greens Working Party plus annual check	PB
				////	////			
<b>Millennium Garden:</b>	Nominal Value	£ 500.00	May 2001	N/A	N	nil	Annual check	PB
				////	////			
<b>War Memorials:</b>	Church Street & Spring Close	£ 48,873.02		£45000 £5000	Y	Vandalised, crashed into	Annual check	DS
				////	////			
<b>Bus Shelter:</b>	Insurance Value	£ 6,000.00		£6120	Y	Vandalised, structural degradation	Annual check	DS
				////	////			
<b>Street Furniture:</b>	73 Street Lights	£ 78,070.00	After 01/04/12	////	N	Malfunction	Ad hoc checks	
	37 Street lights plus new pole	£14766	August 2019	////	N	Malfunction		
	Refuse Bins	£ 1,200.00		////	N	Structural degradation	Ad hoc checks	

# EASTON ON THE HILL PARISH COUNCIL-ASSETS REGISTER AS AT 31<sup>ST</sup> MARCH 2020

						resulting in injury to 3 <sup>rd</sup> parties		
	9 x Dog Bins	£ 1,305.00		////	N	Structural degradation resulting in injury to 3 <sup>rd</sup> parties	Ad hoc checks	
	Benches x 5	£ 3,000.00	5 <sup>th</sup> bought 11/04/16	£700 for one	Y	Detach from base, structural degradation resulting in injury to third parties	Annual checks	AOG
	Vehicle Activation Signs x 2	£ 3825.00	30/06/16	£3900	Y	Damage or failure	Adequate training, proper use, regular inspections by working group/Cllrs	
	VAS Batteries x 3	£ 708.90	30/06/16	N/A	N	Nil		
	Solar VAS plus Post	£ 4452.00	Aug 2017	£4452	Y	As above	As above	
	Village Signs x2	£ 1715.25	17/01/17	£1750	Y	Nil	Annual checks	AC
	Grit Bins x 6	£1750	20/10/18	?	N	Nil	Ad hoc checks	
<b>Gd Maint. Equipment</b>	Honda Rotary Mower	£ 700.75		?	N			
				////	////			
<b>Office Equipment:</b>	PC, screen, printer/fax/copier	Written Off	01/04/15	////	N/A			
	Laptop, and software	Written Off	09/10/17	////	N/A			
	printer	£ 49.00		£60	N	Printer breaks down, no ink available	Clerk to maintain, arrange use of own equipment if needed	
	Chain of Office/Medallion	£ 574.13		£590	Y	Not stored safely, stolen, broken	Kept securely, annual checks	

# **EASTON ON THE HILL PARISH COUNCIL-ASSETS REGISTER AS AT 31<sup>ST</sup> MARCH 2020**

	Laptop and software	£ 400.00	25/02/17	£400	Y	Laptop breaks down, comes to end of useful life	Get repaired as necessary, clerk to maintain	
<b>First Aid Equipment:</b>	Defibrillator	£ 780.00		£1000	Y	Breaks down, stolen	Monthly checks done by councillors and reported	
	Defibrillator Cabinet	£ 345.00		£400	Y	Cabinet breaks, risk of injury, defib stolen	As above	
	Defibrillator ( Donated)	£ 780.00	01/06/2017	£1000	Y	As above	As above	
	Defibrillator Cabinet( Donated)	£ 345.00	01/06/2017	£400	Y		As above	
<b>Totals</b>	AGAR	<b><u>£239933.42</u></b>						

## **Totals insured £**

**Office equipment £990**

**Play equip £30333**

**Street furniture incl MVAS £66922**

**General (defib, fence) £5300**

Risk – insured value doesn't match replacement value

Action – clerk to update register and check insurance policy at time of renewal

Dear Jenny,

Just a quick line to let you know that I have just spoken to the team at Land Registry handling the parish council's application for first registration of the land. Apparently there are no staff dealing with these applications at the present time and total staff on the team have been reduced to about 7 (apparently there are usually nearly 100).

Unless there is an urgency to the application they cannot progress this until staff are able to return to the office and access the files.

I understand that this is must be frustrating for the Council and I will continue to keep up to date with when things are likely to progress.

Kind regards,

Frances

### Feedback from Solicitor's meeting

- Any lease over 7 years would need to be registered with the land registry and that would call into question the current PC freehold title registration of the land issue - still with the land registry. (So it would make sense to wait until we receive that before we ask the solicitors to check the lease to the cricket club.) Likewise for any PFA lease.
- The cost of this further checking would be in the region of £800-900 (the same as if they were starting from scratch really). This is more than we thought, and were told previously (£500) on getting the solicitors to make the lease more watertight \*, when we have the freehold title. There also needs to be a clear statement about shared usage (with the public) and reserving rights for third party usage when there are no matches etc.
- With a lease it is still the best way of securing funding via grants for the CC.
- They ensure us it is worth the money as other organisations spend lots more resolving disputes over land and leases. Need to consider the possibility of disputes in the future, especially as a long-term lease.
- It could be that the cricket club are asked to contribute in some way towards the lease cost either with increased rent or a one off contribution.
- The alternative is a licence to use the land however no grants would be able to be applied for with this arrangement.
- The premise of a long-term lease is normally that the user gets exclusive possession so a clause will need to be inserted to make clear that third party rights to usage is reserved. Make it more complicated than normal.

Need to think about what demands there may be on the land in the future if go for a PFA but If a PFA have a separate lease it cannot be on the same piece of land as the cc lease.



On Thu, 25 Jun 2020 at 10:28, Natasha Jimenez Sanchez  
<[Natasha.JimenezSanchez@northantsacre.org.uk](mailto:Natasha.JimenezSanchez@northantsacre.org.uk)> wrote:

This is a difficult time that parishes are going through and we at NACRE want to support you as much as possible. We are setting up several Zoom online meetings over the next few months around the theme of being a resilient community and the Parish Council's role. We will be holding the following meetings:

- 16th July: The role of the Parish Council in an (national) emergency. Joanne Maddams, Emergency Planning Officer for NCC, will speak at this session.
- Tuesday 28th July (probably pm) – Increasing the biodiversity of your parish, continuing the 'green' theme from the meeting held in February 2020.
- September - date TBC: representation from one of the unitary authorities to provide an update on progress of the unitary work and rural proofing future projects.

Our first meeting will be on Thursday 16th July starting at 10.30am: 'Being a resilient community'. The agenda is:

- Are Parish Councils community leaders and if so what does this mean? What is/should be the role of a Parish Council in a national emergency?
  - How have councils coped during the coronavirus pandemic, e.g:
    1. Have councils been meeting and if so, how often and in what format
    2. What impact has COVID-19 had on delivery of services
    3. Has the council incurred additional costs or income losses as a result of the pandemic?
    4. What have been the key issues experienced by Parish Councils
    5. Have councils received all the support they need and if not, what would have been helpful?
  - Jo Maddams, NCC: the community emergency plans for the county and the future of the community resilience project
  - We are hoping to have a speaker from one of the districts to talk about support at the local level. To be confirmed.
- What are councils doing to help continue the neighbourliness that has emerged in the crisis e.g. have any set up short term grants or other help for local groups

The meeting is open to all Parish Councillors and Parish Clerks and is free to take part. Please contact [acre@northantsacre.org.uk](mailto:acre@northantsacre.org.uk) for more details or to book a place, or you can register via the [Eventbrite page](#).

We look forward to seeing you then.

**Elaine O'Leary**

**Chief Executive**

**Northamptonshire ACRE (Action with Communities in Rural England)**

[elaine.oleary@northantsacre.org.uk](mailto:elaine.oleary@northantsacre.org.uk)

**D.D. 01604 825881**

**Mob. 07486 578310**

# **Be part of the pick**

## **The Great British September Clean**

### **11-27 September 2020**

**We are thrilled to launch the Great British September Clean today, after the Great British Spring Clean was cancelled due to Covid-19.**

Now we're calling on you - our #LitterHeroes - to be part of the pick and do your bit to care for the environment on your doorstep, as we join forces to collect and safely dispose of litter from our country's streets, parks and beaches.

So join us, as we stand together and declare that litter – which degrades the beauty of our environment and threatens to harm wildlife – is not acceptable.

**There's two ways you can get involved and show support for our Great British September Clean:**

**1. Organise a private group clean-up with up to five family and friends.** As you are already registered as a clean-up host on our website, you may like to log in to your Dashboard and organise a clean-up now.

However, if you have already registered a clean-up on our website for September, you don't need to do anything else right now and we will contact you again soon with more information.

**2. Or you can pledge to do your own individual litter-pick.** You can give as little as 15 minutes to the campaign.

**[JOIN THE PICK](#)**

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## **PLANNING COMMITTEE TERMS OF REFERENCE**

Adopted on

Signed      Original signed (Chairman)

Date	Details of any revision

Schedule of review: September 2020

# Authority

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

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

# Membership

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

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

# Responsibilities

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

The Planning Committee will have the following specific duties:

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

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

## Meetings/planning applications

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

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

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

## Record of Proceedings

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



# Village Plan Working Party

## Terms of Reference

Adopted on 11<sup>th</sup> November 2019

Reviewed on 13<sup>th</sup> July 2020

Original signed (Chairman)

Date	Details of any revision
13/7/2020	Playing Fields Working Party recommendations/ongoing improvements and consideration to a Neighbourhood Plan incorporated.

Schedule of review: November 2020 or as required

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

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

### **Membership**

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

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

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

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

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

### **Record of meetings**

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

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



## **Powers**

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

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

## **Responsibilities and areas of operation**

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

The working party will look at specific areas or issues which may be identified in the village plan and are not already covered by other working parties.

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

The working party will consult with other working parties where there is a potential overlap in issues being addressed, ie traffic.

The working party will incorporate and continue to implement the agreed recommendations and improvements of the Playing Fields Working Party until such time as a Playing Field Association can be set up.

The working party will consider the formulation of a Neighbourhood Plan at some point in the future.

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

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

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

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

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

The VPWP will endeavour to cost up any recommendations.

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

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

Name of committee/WG	Councillors on the committee/WG			
<b>Planning Committee</b>	Cllr Hanson (Chair)	Cllr Rawlinson	Cllr Cutforth	Cllr O'Grady
<b>Finance committee</b>	Cllr Sharpe	Cllr Cutforth	Cllr Bates	<b>Vacant</b>
<b>Trees and greens WP</b>	Cllr Bates	<b>Vacant</b>	<b>Vacant</b>	
<b>Traffic WG</b>	Cllr Rawlinson	Cllr Sharpe	Cllr Nicol	
<b>VADs</b>	Cllr Rawlinson	Cllr Nicol		
<b>Staffing Committee</b>	Cllr Hanson (Chair)	Cllr Cutforth	Cllr Bates	Cllr Rawlinson
<b>Complaints Committee</b>	Cllr Bates	Cllr Hanson	Cllr Cutforth	Cllr Sharpe
<b>VH Representative</b>	<b>Vacant</b>			
<b>Village Plan Working Party</b>	Cllr Cutforth	Cllr Wilson	Cllr Nicol	Cllr Sharpe
<b>ENRMF Liaison Committee rep</b>	Cllr Sharpe			
<b>Joint Action Group NN</b>	Cllr Sharpe			
<b>Parish Path Warden</b>	Cllr Wilson			
<b>Playing Fields ?</b>				

# Local Government Association Model Member Code of Conduct

# Introduction

The Local Government Association (LGA) is providing this Model Member Code of Conduct as part of its work on supporting the sector to continue to aspire to high standards of leadership and performance.

The role of councillor in all tiers of local government is a vital part of our country's system of democracy. In voting for a local councillor, the public is imbuing that person and position with their trust. As such, it is important that as councillors we can be held accountable and all adopt the behaviours and responsibilities associated with the role. The conduct of an individual councillor affects the reputation of all councillors. We want the role of councillor to be one that people aspire to and want to participate with. We want to continue to attract individuals from a range of backgrounds and circumstances who understand the responsibility they take on and are motivated to make a positive difference to their local communities.

All councils are required to have a local Member Code of Conduct. This Model Member Code of Conduct has been developed in consultation with the sector and is offered as a template for councils to adopt in whole and/or with local amendments. The LGA will undertake an annual review of the Code to ensure it continues to be fit-for-purpose, particularly with respect to advances in technology, social media and any relevant changes in legislation. The LGA can also offer support, training and mediation to councils and councillors on the application of the Code, whilst the National Association of Local Councils (NALC) and the county associations of local councils can offer advice and support to town and parish councils.

As a councillor we all represent local residents, work to develop better services and deliver local change. The public have high expectations of us and entrust us to represent everyone (in our ward/town/parish), taking decisions fairly, openly, transparently and with civility. Councillors should also be treated with civility by members of the public, other councillors and council employees. Members have both individual and collective responsibility to maintain these standards, support expected behaviour and challenge behaviour which falls below expectations. This Code, therefore, has been designed to protect our democratic role, encourage good conduct and safeguard the public's trust in local government.



**Councillor Izzi Seccombe OBE**  
Leader, LGA Conservative Group



**Councillor Nick Forbes CBE**  
Leader, LGA Labour Group



**Councillor Howard Sykes MBE**  
Leader, LGA Liberal Democrats Group



**Councillor Marianne Overton MBE**  
Leader, LGA independent Group

## Purpose

The purpose of this Code of Conduct is to assist councillors in modelling the behaviour that is expected of them, to provide a personal check and balance, and to set out the type of conduct against which appropriate action may be taken. It is also to protect yourself, the public, fellow councillors, council officers and the reputation of local government. It sets out the conduct expected of all members and a minimum set of obligations relating to conduct. The overarching aim is to create and maintain public confidence in the role of member and local government.

## Application of the Code

The Code of Conduct applies to you when you are acting [or claiming or giving the impression that you are acting]<sup>1</sup> in [public or in]<sup>2</sup> your capacity as a member or representative of your council, although you are expected to uphold high standards of conduct and show leadership at all times. The Code applies to all forms of member communication and interaction, including written, verbal, non-verbal, electronic and via social media, [including where you could be deemed to be representing your council or if there are potential implications for the council's reputation.] Model conduct and expectations is for guidance only, whereas the specific obligations set out instances where action will be taken.

## The seven principles of public life

Everyone in public office at all levels – ministers, civil servants, members, council officers – all who serve the public or deliver public services should uphold the seven principles of public life. This Code has been developed in line with these seven principles of public life, which are set out in appendix A.

## Model member conduct

In accordance with the public trust placed in me, on all occasions I will:

- act with integrity and honesty
- act lawfully
- treat all persons with civility; and
- lead by example and act in a way that secures public confidence in the office of councillor

In undertaking my role, I will:

- impartially exercise my responsibilities in the interests of the local community
- not improperly seek to confer an advantage, or disadvantage, on any person
- avoid conflicts of interest
- exercise reasonable care and diligence; and
- ensure that public resources are used prudently and in the public interest

## Specific obligations of general conduct

This section sets out the minimum requirements of member conduct. Guidance is included to help explain the reasons for the obligations and how they should be followed. These obligations must be observed in all situations where you act [or claim or give the impression that you are acting] as a councillor [or in public], including representing your council on official business and when using social media.

## Civility

- 1. Treating other councillors and members of the public with civility.**
- 2. Treating council employees, employees and representatives of partner organisations and those volunteering for the councils with civility and respecting the role that they play.**

Civility means politeness and courtesy in behaviour, speech, and in the written word. Debate and having different views are all part of a healthy democracy. As a councillor you can express, challenge, criticise and disagree with views, ideas, opinions and policies in a civil manner. You should not subject individuals, groups of people or organisations to unreasonable or excessive personal attack.

In your contact with the public you should treat them courteously. Rude and offensive behaviour lowers the public's expectations and confidence in its elected representatives.

In return you have a right to expect courtesy from the public. If members of the public are being abusive, threatening or intimidatory you are entitled to close down any conversation in person or online, refer them to the council, any social media provider or if necessary, the police. This also applies to members, where action could then be taken under the Member Code of Conduct.

## Bullying and harassment

- 3. Not bullying or harassing any person.**

Bullying may be characterised as offensive, intimidating, malicious or insulting behaviour, an abuse or misuse of power through means that undermine, humiliate, denigrate or injure the recipient. The bullying might be a regular pattern of behaviour or a one-off incident, happen face-to-face, on social media, in emails or phone calls, happen in the workplace or at work social events and not always be obvious or noticed by others.

The Equality Act 2010 defines harassment as 'unwanted conduct related to a relevant protected characteristic, which has the purpose or effect of violating an individual's dignity or creating an intimidating, hostile, degrading, humiliating or offensive environment for that individual'. The relevant protected characteristics are age, disability, gender reassignment, race, religion or belief, sex, and sexual orientation.

## Impartiality of officers of the council

- 4. Not compromising, or attempting to compromise, the impartiality of anyone who works for, or on behalf of, the council.**

Officers work for the council as a whole and must be politically neutral (unless they are political assistants). They should not be coerced or persuaded to act in a way that would undermine their neutrality. Although you can question officers in order to understand, for example, their reasons for proposing to act in a particular way, or the content of a report that they have written, you must not try and force them to act differently, change their advice, or alter the content of that report, if doing so would prejudice their professional integrity.

## Confidentiality and access to information

- 5. Not disclosing information given to me in confidence or disclosing information acquired by me which I believe is of a confidential nature, unless I have received the consent of a person authorised to give it or I am required by law to do so.**
- 6. Not preventing anyone getting information that they are entitled to by law.**

Local authorities must work openly and transparently, and their proceedings and

printed materials are open to the public except in certain circumstances. You should work on this basis but there will be times when it is required by law that discussions, documents and other information relating to or held by the council are treated in a confidential manner. Examples include personal data relating to individuals or information relating to ongoing negotiations.

## Disrepute

### **7. Not bringing my role or council into disrepute.**

Behaviour that is considered dishonest and/or deceitful can bring your council into disrepute. As a member you have been entrusted to make decisions on behalf of your community and your actions and behaviour are subject to greater scrutiny than that of ordinary members of the public. You should be aware that your actions might have an adverse impact on other councillors and/or your council.

## Your position

### **8. Not using, or attempting to use, my position improperly to the advantage or disadvantage of myself or anyone else.**

Your position as a member of the council provides you with certain opportunities, responsibilities and privileges. However, you should not take advantage of these opportunities to further private interests.

## Use of council resources and facilities

### **9. Not misusing council resources.**

You may be provided with resources and facilities by the council to assist you in carrying out your duties as a councillor. Examples include office support, stationery and equipment such as phones, and computers and transport. These are given

to you to help you carry out your role as a councillor more effectively and not to benefit you personally.

## Interests

### **10. Registering and declaring my interests.**

You need to register your interests so that the public, council employees and fellow members know which of your interests might give rise to a conflict of interest. The register is a document that can be consulted when (or before) an issue arises, and so allows others to know what interests you have, and whether they might give rise to a possible conflict of interest. The register also protects you. You are responsible for deciding whether or not you should declare an interest in a meeting, but it can be helpful for you to know early on if others think that a potential conflict might arise.

It is also important that the public know about any interest that might have to be declared by you or other members, so that decision making is seen by the public as open and honest. This helps to ensure that public confidence in the integrity of local governance is maintained. Discuss the registering and declaration of interests with your Monitoring Officer/Town or Parish Clerk and more detail is set out in appendix B.

## Gifts and hospitality

### **11. Not accepting significant gifts or hospitality from persons seeking to acquire, develop or do business with the council or from persons who may apply to the council for any permission, licence or other significant advantage.**

### **12. Registering with the monitoring officer any gift or hospitality with an estimated value of at least £25 within 28 days of its receipt.**

You should exercise caution in accepting any gifts or hospitality which are (or which you reasonably believe to be) offered to you



because you are a member. However, you do not need to register gifts and hospitality which are not related to your role as a member, such as Christmas gifts from your friends and family, or gifts which you do not accept. However, you may wish to notify your monitoring officer of any significant gifts you are offered but refuse which you think may have been offered to influence you.

Note – items in square brackets [x] refer to recommendations made by the Committee on Standards in Public Life and may be part of a future Government consultation. This includes possible future sanctions and appeals processes.

## Breaches of the Code of Conduct

Most councillors conduct themselves appropriately and in accordance with these standards. Members have both individual and collective responsibility to maintain these standards, support expected behaviour and challenge behaviour which falls below expectations.

Section 27 of the Localism Act 2011 requires relevant authorities to promote and maintain high standards of conduct by members and co-opted members of the authority. Each local authority must publish a code of conduct, and it must cover the registration of pecuniary interests, the role of an 'independent person', and sanctions to be imposed on any councillors who breach the Code.

The 2011 Act also requires local authorities to have mechanisms in place to investigate allegations that a member has not complied with the Code of Conduct, and arrangements under which decisions on allegation may be made.

Failure to comply with the requirements to register or declare disclosable pecuniary interests is a criminal offence. Taking part in a meeting or voting, when prevented from doing so by a conflict caused by disclosable pecuniary interests, is also a criminal offence.

Political parties may have its own internal standards and resolution procedures in addition to the Member Code of Conduct that members should be aware of.



# Example

## LGA guidance and recommendations

### Internal resolution procedure

Councils must have in place an internal resolution procedure to address conduct that is in breach of the Member Code of Conduct. The internal resolution process should make it clear how allegations of breaches of the Code of Conduct are to be handled, including the role of an Independent Person, the appeals process and can also include a local standards committee. The internal resolution procedure should be proportionate, allow for members to appeal allegations and decisions, and allow for an escalating scale of intervention. The procedure should be voted on by the council as a whole.

In the case of a non-criminal breach of the Code, the following escalating approach can be undertaken.

If the breach is confirmed and of a serious nature, action can be automatically escalated.

1. an informal discussion with the monitoring officer or appropriate senior officer
2. an informal opportunity to speak with the affected party/ies
3. a written apology
4. mediation
5. peer support
6. requirement to attend relevant training
7. where of a serious nature, a bar on chairing advisory or special committees for up to two months
8. where of a serious nature, a bar on attending committees for up to two months.

Where serious misconduct affects an employee, a member may be barred from contact with that individual; or if it relates to a specific responsibility of the council, barred from participating in decisions or information relating to that responsibility.

## Endnotes

1. CSPL recommend that “Section 27(2) of the Localism Act 2011 should be amended to state that a local authority’s code of conduct applies to a member when they claim to act, or give the impression they are acting, in their capacity as a member or as a representative of the local authority”.
2. CSPL recommend that “councillors should be presumed to be acting in an official capacity in their public conduct, including statements on publicly accessible social media. Section 27(2) of the Localism Act 2011 should be amended to permit local authorities to presume so when deciding upon code of conduct breaches.”
3. Subject to footnotes 1 and 2 above
4. See CSPL website for further details [www.gov.uk/government/news/the-principles-of-public-life-25-years](http://www.gov.uk/government/news/the-principles-of-public-life-25-years)
5. ACAS’s definition of bullying

# Appendices

## Code Appendix A

The principles are :

### **Selflessness**

Holders of public office should act solely in terms of the public interest.

### **Integrity**

Holders of public office must avoid placing themselves under any obligation to people or organisations that might try inappropriately to influence them in their work. They should not act or take decisions in order to gain financial or other material benefits for themselves, their family, or their friends. They must declare and resolve any interests and relationships.

### **Objectivity**

Holders of public office must act and take decisions impartially, fairly and on merit, using the best evidence and without discrimination or bias.

### **Accountability**

Holders of public office are accountable to the public for their decisions and actions and must submit themselves to the scrutiny necessary to ensure this.

### **Openness**

Holders of public office should act and take decisions in an open and transparent manner. Information should not be withheld from the public unless there are clear and lawful reasons for so doing.

### **Honesty**

Holders of public office should be truthful.

### **Leadership**

Holders of public office should exhibit these principles in their own behaviour. They should actively promote and robustly support the principles and be willing to challenge poor behaviour wherever it occurs.

## Code Appendix B

### **Registering interests**

1. Within 28 days of this Code of Conduct being adopted by the council or your election or appointment to office (where that is later) you must register with the Monitoring Officer the interests which fall within the categories set out in Table 1 (Disclosable Pecuniary Interests) and Table 2 (Other Registerable Interests).
2. You must ensure that your register of interests is kept up-to-date and within 28 days of becoming aware of any new interest in Table 1 or 2, or of any change to a registered interest, notify the Monitoring Officer.

### **Declaring interests**

3. Where a matter arises at a meeting which directly relates to an interest in Table 1, you must declare the interest, not participate in any discussion or vote on the matter and must not remain in the room unless granted a dispensation. If it is a 'sensitive interest', you do not have to declare the nature of the interest.
4. Where a matter arises at a meeting which directly relates to an interest in Table 2, you must declare the interest. You may speak on the matter only if members of the public are also allowed to speak at the meeting but otherwise must not take part in any discussion or vote on the matter and must not remain in the room unless you have been granted a dispensation. If it is a 'sensitive interest', you do not have to declare the nature of the interest.

5. Where a matter arises at a meeting which directly relates to your financial interest or well-being (and is not a Disclosable Pecuniary Interest) or a financial interest or well-being of a relative or close associate, you must declare the interest. You may speak on the matter only if members of the public are also allowed to speak at the meeting but otherwise must not take part in any discussion or vote on the matter and must not remain in the room unless you have been granted a dispensation. If it is a 'sensitive interest', you do not have to declare the nature of the interest.
6. Where a matter arises at a meeting which affects –
  - a. your own financial interest or well-being;
  - b. a financial interest or well-being of a friend, relative, close associate; or
  - c. a body covered by table 1 below

you must disclose the interest.

7. Where the matter affects the financial interest or well-being to a greater extent than it affects the financial interests of the majority of inhabitants of the ward affected by the decision and a reasonable member of the public knowing all the facts would believe that it would affect your view of the wider public interest you must declare the interest. You may speak on the matter only if members of the public are also allowed to speak at the meeting but otherwise must not take part in any discussion or vote on the matter and must not remain in the room unless you have been granted a dispensation. If it is a 'sensitive interest', you do not have to declare the nature of the interest.

**Table 1: Disclosable Pecuniary Interests**

Subject	Description
<b>Employment, office, trade, profession or vocation</b>	Any employment, office, trade, profession or vocation carried on for profit or gain. [Any unpaid directorship.]
<b>Sponsorship</b>	Any payment or provision of any other financial benefit (other than from the council) made to the councillor during the previous 12-month period for expenses incurred by him/her in carrying out his/her duties as a councillor, or towards his/her election expenses. This includes any payment or financial benefit from a trade union within the meaning of the <b>Trade Union and Labour Relations (Consolidation) Act 1992</b> .
<b>Contracts</b>	Any contract made between the councillor or his/her spouse or civil partner or the person with whom the councillor is living as if they were spouses/civil partners (or a firm in which such person is a partner, or an incorporated body of which such person is a director* or a body that such person has a beneficial interest in the securities of*) and the council — (a) under which goods or services are to be provided or works are to be executed; and (b) which has not been fully discharged.
<b>Land and Property</b>	Any beneficial interest in land which is within the area of the council. ‘Land’ excludes an easement, servitude, interest or right in or over land which does not give the councillor or his/her spouse or civil partner or the person with whom the councillor is living as if they were spouses/civil partners (alone or jointly with another) a right to occupy or to receive income.
<b>Licences</b>	Any licence (alone or jointly with others) to occupy land in the area of the council for a month or longer.
<b>Corporate tenancies</b>	Any tenancy where (to the councillor’s knowledge)— (a) the landlord is the council; and (b) the tenant is a body that the councillor, or his/her spouse or civil partner or the person with whom the councillor is living as if they were spouses/civil partners is a partner of or a director* of or has a beneficial interest in the securities* of.
<b>Securities</b>	Any beneficial interest in securities* of a body where— (a) that body (to the councillor’s knowledge) has a place of business or land in the area of the council; and (b) either— (i) the total nominal value of the securities* exceeds £25,000 or one hundredth of the total issued share capital of that body; or (ii) if the share capital of that body is of more than one class, the total nominal value of the shares of any one class in which the councillor, or his/her spouse or civil partner or the person with whom the councillor is living as if they were spouses/civil partners has a beneficial interest exceeds one hundredth of the total issued share capital of that class.

\*'director' includes a member of the committee of management of an industrial and provident society.

\*'securities' means shares, debentures, debenture stock, loan stock, bonds, units of a collective investment scheme within the meaning of the Financial Services and Markets Act 2000 and other securities of any description, other than money deposited with a building society.

**Table 2: Other Registerable Interests**

Any Body of which you are a member or in a position of general control or management and to which you are appointed or nominated by the council;	
Any Body—	(a) exercising functions of a public nature;
	(b) directed to charitable purposes; or
	(c) one of whose principal purposes includes the influence of public opinion or policy (including any political party or trade union)
of which you are a member or in a position of general control or management.	





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