

EASTON ON THE HILL PARISH COUNCIL

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Minutes of the Extra Ordinary meeting of Easton on the Hill Parish Council held on **Thursday 06th September 2018 at 7.00pm**

Present

- Cllr M Simpson
- Cllr J Moll
- Cllr E Hanson
- Cllr P Bates
- Cllr H Tomblin
- Cllr D Wheatley
- Cllr M Baker
- Cllr A O'Grady

- Mrs D Barrett (Clerk/RFO to the Council)

	ACTION
<p>18/E01 – To Receive and approve apologise for absence Apologise from Cllr Stokes</p> <p>RESOLVED: To approve the absence of all Cllrs named above (approved unanimously)</p>	
<p>18/E02 – To receive declaration of interest under the Council’s Code of Conduct related to business on the agenda. None was declared</p>	
<p>18/E03 – To Review and discuss openly the report from Hoey Ainscough and approve the implementation of the proposals – The chairman read out a note from the Monitoring Officer, Danny Moody and Paul Hoey on how he format of the meeting should go</p> <p>The agenda for the meeting should in our view be a consideration of the recommendations one by one. The council should decide whether or not the council accepts each one in term (or if not to discuss those they may not accept) and how it will implement them going forward (which will form the action plan).</p> <p>The purpose of meeting is not to develop a detailed action plan at that stage, as it will get bogged down, but hopefully to accept all the recommendations. You can agree which recommendations need further work, which can either can just be done there and then, done by clerk and brought back; or which require setting up a working group where more extensive/ detailed work is needed (or indeed working group of full council). In the case of the latter it would be useful to include a steer as to which recommendations take priority and set some deadlines for when things come back to council for ratification/discussion. So there is no specific format, just a need to develop some terms of reference and minute which recommendations are being actioned by whom and where appropriate when the implementation of the recommendation will be further considered.</p> <p>For some actions this will be simple e.g. Recommendation 10 – advice from NCalc/ENC should always be sought through clerk. This can be agreed there and then and noted accordingly in the minutes.</p>	

Other actions will need further work by the Clerk, or a group of Cllrs, such as Recommendation 1 for a comprehensive training programme. Obviously it is not appropriate to develop that at the meeting but the council can agree to the principle of such a plan and delegate a group to go away and decide what it needs to cover, how it will be resourced and bring back a draft programme by a certain deadline

It was Resolved that the recommendations be priorities 1-3 and then all the top 10 be dealt with first rather than trying to adopt all at once.

18/E04 – To produce an action plan. The Council went through each proposal –

R1	The Council should develop a comprehensive and ongoing training and development strategy.	This is considered priority 1	The council were given several examples of training policies and these need to be reviewed and the statement of intent adopting
R2	The Council should develop an agreed understanding of the role and expectations for individual councillors when they are acting as Full Council, as committee members, as individuals and as representatives of the Council externally.		The Council felt that much of this was included in the Good Councillors Guide, but would like further guidance from NCALC
R3	The Council should review its policy as to how correspondence is dealt with and responded to without absorbing the limited administrative resources available to the Council. This would include an agreed policy for dealing with persistent or vexatious correspondence.	This is considered priority 1 and definitely needs to be addressed asap	Councillors were given examples of correspondence and vexatious correspondence policies to review and to be adopted as soon as possible
R4	The Council should agree how governance issues should be raised in meetings to allow reasonable discussion but also to allow other business to be transacted.	This is considered a priority 1	As from Oct 2018 the council will allocate 10 minutes at the start of the meeting to discuss any governance issues
R5	The Council and the clerk should agree a work schedule to ensure that the clerk's		It was Resolved to set up a Staffing Committee to oversee all staff issues Cllr Wheatley, Cllr

	limited availability is focussed and that there are realistic expectations on her time.		Tomblin and Cllr Baker will make up the committee
R6	The Council needs to agree a member-officer protocol which would include a shared agreement as to the circumstances when members should have access to officer time and how the clerk should respond to queries from individual members.	Priority 1	To be addressed
R7	The Council should ensure that there is an appropriate performance appraisal framework in place for the clerk which supports development of the clerk and ensures performance is rewarded accordingly and a clear route for the clerk to raise staffing issues.		To be addressed by the new Staffing committee
R8	All councillors should give an individual signed undertaking to treat fellow councillors and officers with respect and not to make personal attacks on individuals or their integrity. Until such respect is shown the Council cannot move forward.	It was Resolved to Reject this Proposal	It was felt that the councillors should have a specific meeting to address the issues and for each councillor to have their say. The meeting would require an independent mediator and the clerk will contact Danny Moody about this. There wasn't an unanimous vote to have a closed meeting so it was Resolved to have an open meeting but it would require 100% attendance.
R9	All councillors should undertake that, where they have concerns about the way a decision has been made or a procedure followed they should		The six month rule is already in the standing orders and needs to be followed

	<p>discuss this with the clerk and the clerk should be allowed to give a ruling with reasons such as a reference to existing policy or legislation as to whether or not the concern is legitimate. Where the concern is legitimate such a ruling should include the steps needed either to rectify the matter or the changes needed to prevent the matter re-occurring.</p>			
R10	<p>Where advice is needed from East Northamptonshire Council or the Northants CALC on procedural matters this should always be done through the clerk. The Monitoring Officer will continue to provide advice to individual councillors on their personal position in relation to declarations of interest but if there are concerns about the position of other councillors that advice should be asked for by, and given to, the clerk.</p>		<p>It was Resolved to add this statement to Standing Orders</p>	
R11	<p>The Parish Council should consider a process for recording or filming of future meetings.</p>		<p>This is already in Standing Orders</p>	
R12	<p>The Parish Council should collectively agree what language is and is not appropriate in meetings and correspondence among councillors and with the clerk, how</p>		<p>It was Resolved to include this with R8</p>	

	such language should be challenged in meetings and how meetings can be run more efficiently without getting bogged down in minutiae nor stifling legitimate debate.			
R13	The Council needs to adopt a Disciplinary and Sickness and Absence Policy for the Clerk.		To be addressed by the staffing committee	
R14	The Council needs to adopt a 'need to know' policy in line with legal requirements so that members are clear what information they are entitled to see.	Priority 1	To include with R1	
R15	The Council needs to adopt an agreed policy on reporting of fly-tipping.		It was Resolved to publish on the websites the policy for reporting fly tipping	
R16	The Council needs to review its scheme of delegation to ensure it is working as efficiently as possible.		It was Resolved to include this as part of the training policy	
R17	The Council needs to ensure its minutes are simply a record of agreed actions and decisions in line with best practice and that those present at a meeting are clear what has been agreed.		It was Resolved that to ensure clarity the clerk will repeat back what the proposal is and what is voted on.	
R18	All members need to be familiar with Standing Orders and should have a pack which contains all policies, Financial Regulations and Standing Orders that they bring to each and every meeting to aid understanding and		It was Resolved that all councillors bring these documents to all meetings for reference	

	avoid confusion.			
R19	The Council needs to ensure members of the public understand their role at the meeting and how the Council works through provision of appropriate information.			Both R19 and R20 are covered in Standing Orders and the Chairman reads out the statement at the meeting and it is included in the agenda. It was Resolved that the chair can invite a member of the public to give
R20	The '3-minute' rule in Standing Orders should be enforced and all councillors should support the chair in ensuring the meeting is run efficiently and without conflict.			Subject matter expertise if it helps with the meeting and aides with the decision making
R21	The Council should develop a project plan as a matter of urgency to develop proposals for the future of the playing fields to be put to the community as a whole.	Priority 1		It was Resolved that this should be done as a matter of urgency
R22	The Council should develop a project plan to review implementation of the Village Plan	Priority 1		It was Resolved that this should be done as a matter of urgency
R23	The Council should ensure that the public understands the work of the Parish Council, and is engaged in agreeing proposals for the long-term future of the community			This is addressed as part of the Village Plan
R24	The Council chair and clerk should look to learn from and share best practice with outstanding local councils			It was Resolved that the Chairman and future Clerk would discuss best practice with other outstanding councils
R25	Where Easton-on-the-Hill Parish Council needs to use external support to comply			It was Resolved to accept this proposal

	<p>with these recommendations, they should consult with East Northamptonshire Council and the Northants CALC before agreeing such support to ensure they have considered all the options and are obtaining expert advice at value for money</p>			
R26	<p>Easton-on-the-Hill Parish Council should report on its progress in implementing this action plan to the monitoring officer of East Northamptonshire Council in 6 months and again in 12 months after the date of this report.</p>		<p>It was Resolved to report back to ENC Monitoring officer in 6 months and then 12 months</p>	
<p>18/E05 – To discuss the publication of the report to the general public</p> <p>The report has been published on the Village Website and Parish Council Website.</p>				
<p>18/E06- To produce an action plan for recruiting a new clerk</p> <p>It was Resolved to introduce a Staffing Committee to oversee the recruitment process. Cllr Wheatley, Cllr Tomblin and Cllr Baker will make up the committee. A request will be sent to NCALC to ask for help in obtaining an interim clerk while the recruitment of a new clerk takes place.</p> <p>It was Resolved that the Staffing Committee will review the hours and wages and all recommendations will be taken back to full council.</p> <p>It was Resolved that the staffing committee will contact the candidate that was the second choice at the last recruitment and to see if they would be still interested.</p>				<p>Clerk</p> <p>Staffing Committee</p> <p>Staffing Committee</p>
<p>18/E07 – The meeting closed at 9.02 pm .</p>				

Signed: _____

Date:
