

AGENDA EASINGTON PARISH COUNCIL

To: The Councillors you are hereby summoned to attend the Parish Council Meeting, to be held on Thursday, 02 February 2023 at 19.00.00 at The Community Hall Beck Lane Easington HU12 0TX

1. **Apologies**
2. **Declaration of Interests**-members to declare any interests in items on the agenda and the nature of such interests.
3. **Minutes from previous meeting(s) – Ordinary Meeting 01/12/2022**
4. **Clerks Report**
5. **Public Forum**
This section will be limited to 15 minutes (maximum 5 mins per member of public) to raise any issues, concerns, or observations regarding items on the Agenda. Issues not on the Agenda can be discussed but the Parish Council cannot make decisions on them at this meeting. Such items may be included on future Agenda. Reference: Easington Parish Council Standing Orders.
6. **Ward Councillor Update**
This section limited to 15 minutes (maximum 5 mins per Councillor for questions)
7. **Finance**
 - a) To note Receipts as per schedule in the sum £285.41
 - b) To Agree Payment(s) as per the schedule in the sum of £956.00
 - c) To 'Agree' Bank Reconciliation as at 31/01/2023.
 - d) To note Budget '3rd' Quarter ending 31/12/2022
 - e) To note an increase to wage roll for Litter Pickers to the National Living Wage as per Government regulation as from 01/04/2023.

8. **Planning -**
To consider Planning Applications/Consultations (inc. applications received up to the date of the Meeting)

Planning Ref: 22/04006/PLF

Proposal: Erection of dwelling, detached garage and construction of vehicle access and associated works

Location: Land West Of Wheatcroft Hull Road Easington East Riding Of Yorkshire HU12 0TE

Applicant: Mr And Mrs Biglin

Application Type: Full Planning Permission

EPC Consultee Comments:

Planning Ref: 22/03942/STPLF

Proposal: Erection of a building consisting of a visitor management centre, a covered walkway, administration building, warehouse, and workshop; erection of covered vehicle parking, cycle, motorcycle, smoking and vaping shelters, construction of a new access road, service road, car parking and security fencing; construction of a bund and adaptation of existing grass bank, landscaping, and planting

Location: Land South Of Langeled Receiving Facility Dimlington Road Easington East Riding Of Yorkshire HU12 0TG

Applicant: Gassco AS

Application Type: Strategic - Full Planning Permission

EPC Consultee Comments:

Immingham Green Energy Terminal

IMMINGHAM GREEN ENERGY TERMINAL PROPOSALS: STATUTORY CONSULTATION BETWEEN MONDAY 9 JANUARY 2023 TO 23:59 ON MONDAY 20 FEBRUARY 2023 ON PROPOSED APPLICATION FOR DEVELOPMENT CONSENT BY ASSOCIATED BRITISH PORTS SECTION 42(1)(a), (aa) and (b) AND SECTION 43 OF THE PLANNING ACT 2008 (the "2008 Act")
EPC Consultee Comment:

9. **Community Issues**
Grass Cutting Tender 2023 (3 Year Contract) – to discuss and agree the Tender process for the Grass cutting contract. Advertisement is in the Holderness Gazette and Noticeboard.

Coronation Event – Funding – see correspondence.

Community Governance Review – see correspondence.
10. **Committees and/or Councillors with Responsibilities:**
To receive Verbal Reports from Councillors with responsibilities and/or Committees

Reports from Councillors with External Committee Representation(s):
Shape (RC&NJ) / Health (RW) / Community Hall (BJG) / ERNLLCA (NJ)

Reports from Parish Council Committees:
Emergency Plan
Health, Safety and Risk Management, Policies and Procedure
Parish Plan – to receive and discuss ‘Finalised Parish Plan’ and ‘Agree’ questionnaire for issuing to the Parish.

Report from Councillors with Responsibilities for Areas within the Parish
11. **Correspondence (previously circulated to all Councillors via Email)**
Correspondence detailed below is received and added to the Agenda for discussion. Further correspondence received during the month which is informative only and not included in the list of correspondence detailed.
14/12/2022 – SHAPE minutes from 24/11/2022
21/12/2022 – Alan Bravey, T&PC Community Event – 28/2/2023, ERLC Withernsea – attendance?
13/01/2023 – Rural Fund – Coronation Funding available up to £500
24/01/2023 – SHAPE – Agenda and Minutes for meeting 26/01/2023
24/01/2023 – Simon Clark, ERYC Electoral Services – Community Governance Review information
12. **Items for the Next Agenda:** (items for addition to the next Agenda are at the discretion of the Chair/Clerk)
13. **Date and Time of next meeting(s): -**
02 March 2023 – 19.00 – Note a Gas Liaison meeting will be held prior to this meeting.
06 April 2023 – 19.00 (to include Parish Meeting?)
04 May 2023 – Elections therefore no meeting to be held.
May – meeting date to be Agreed 18th May?

Yours Faithfully,

Kim Dalton

Clerk to Easington Parish Council

Date of Issue: 27 January 2023

Note:
Easington Parish Council publish Agenda 3 Clear Working Days prior to a meeting (not including Saturday, Sunday, or Bank Holidays), correspondence received is as received at the date of issue of Agenda, – further correspondence or requests for Agenda items will be considered for adding to future agenda. LGA 1972 – Schedule 12, 10(2)(a) and Section 243.

Appendix

1 – Clerk Report

2 – Receipts

3 – Payment Schedule

4 – Bank Reconciliation

5 – Budget update – 3rd Quarter as at 31/12/2022

6 – Grass Cutting Tender

Public and Press are welcome to attend the meeting.
Please Note - the meeting will be recorded via Audio

EASINGTON PARISH COUNCIL

CLERK REPORT ON ONGOING ACTIVITY/ACTION POINTS / OUTSTANDING ITEMS

Minute Ref:	Company/PC	Description	Action	Outcome
21/02/17	EPC	Parish Clock	Clerk	Clerk resolving issue with local Electrician- ongoing – Richard Newsam arranging a suitable appointment to have a look. Still waiting to meet new owner.
21/10/99	EPC	Seaside Road Easington – dangerous ‘Road Sign’ – raised by MOP in Public session.	Clerk	09/11/2021 – Clerk Emailed Terry Weaver – Remove Sign – Cllr. DT advised they are aware and it is schedule to be removed in the next few weeks (7/6/2022) 27/01/2023 – Still in situ.
21/08/86	EPC	Foliage – Hull Road	Clerk	Chased again – 29/11/2022 15/12/2022 – ERYC have confirmed work is to be carried out and it has been added to their arboriculture works programme.
22/09/088 (b)	EPC	Defibrillator – Out Newton	Clerk	20/01/23 – Defib Box with Electrician for installation – clerk to arrange Training course for all. Quotation obtained of £375.00 Plus VAT

Indicates ongoing/underway

Appendix 1 – Feb 2023 – Meeting

**Easington Parish Council
Receipt Schedule**

Date	Description	Amount	Notes	Allocation
20/12/2022	Cemetery Fees	250.00		
31/12/2022	Bank Interest	1.63		
31/12/2022	BankInterest	33.78		
	Total Monthly Income	285.41		

Minute Ref: 23/02/

Easington Parish Council
Payment Schedule - February 2023

Date	Description	Amount	Notes	BudgetAllocation
02/02/2023	January Salaries - All Employees	672.70	Paid 15th of the Month unless a Weekend/Bank Holiday	Salaries
	Microsoft Monthly Payment (Feb 2022)	11.28	Clerks Expenses*	M/Soft/Norton
	Amazon Business - Fairy Lights x 2	90.47	Clerks Expenses*	Expenses
	Easington Community Hall	82.75	OCT/Nov/Dec Meetings and PP Meeting	Hall Hire
	Holderness Gazette - Grasscutting Tender advert	92.40	Advert x 4 during February in Holderness Gazette	Expenses
	Padlock - Citizen Link Kiosk	6.40	New Padlock required	Expenses
Total Monthly Payments		956.00		

Notes:

1. *Clerks Expenses are amounts paid by the Clerk personally **108.15**
on behalf of the Parish Council and being reclaimed

2. Salaries are Gross - inclusive of the HMRC Payment (as HMRC payment fluctuates from month to month) and represent All Employees

3. Once Authorised for payment the RFO raises payment and Dual Authorisation is made via Councillor(s) R Clubley, N Jackson or I Smith

Signed:

Date:

Ian Smith or David Tucker

Chair or Vice Chair

Signed:

Date:

Kim Dalton

Clerk/RFO

**Signed as Authorisation to pay the above amounts
via Bank Transfer from the Community Account**

Minute Ref: 23/02/

Easington Parish Council
Bank Reconciliation 2022 to 2023

	A	B	C
1	01/04/2022		
2	Opening Balance - Current Account	6584.48	
3	Opening Balance - Village Green Account	500.30	
4	Opening Balance - Business Account	2615.72	
5	Voucher Credit - Sandhills	0.56	
6	Income	21372.14	
7	Total	31073.20	
8			
9	Less:		
10	Expenditure	19830.18	
11			
12	Reconciliation as at : 31/12/2022	11243.02	
13			
14			
15	Closing Balances as at 31 December 2022 :		
16	Unity Savings Account - 20450698	503.12	
17	Unity Savings Account 20450708	9166.85	
18	Unity - Current Account - 20450685	1672.49	
19	Cash to be banked	0.00	
20	Voucher Credit (Sandhills)	0.56	
21			
22			
23	Less Uncleared Cheques/payments	100.00	
24		11243.02	
25	Balance		
26			
27			
28			
29			
30			
31			
32			
33	Signed By Chair:		Date:
34			
35	Signed By Clerk:		Date:

Easington Parish Council
Bank Reconciliation 2022 to 2023

	A	B	C
1	01/04/2022		
2	Opening Balance - Current Account	6584.48	
3	Opening Balance - Village Green Account	500.30	
4	Opening Balance - Business Account	2615.72	
5	Voucher Credit - Sandhills	0.56	
6	Income	21372.14	
7	Total	31073.20	
8			
9	Less:		
10	Expenditure	20568.28	
11			
12	Reconciliation as at : 31/01/2023	10504.92	
13			
14			
15	Closing Balances as at 31 January 2023 :		
16	Unity Savings Account - 20450698	503.12	
17	Unity Savings Account 20450708	9166.85	
18	Unity - Current Account - 20450685	934.39	
19	Cash to be banked	0.00	
20	Voucher Credit (Sandhills)	0.56	
21			
22			
23	Less Uncleared Cheques/payments	100.00	RBL - Donation
24		10504.92	
25	Balance		
26			
27			
28			
29			
30			
31			
32			
33	Signed By Chair:		Date:
34			
35	Signed By Clerk:		Date:

Easington Parish Council
Budget 2022/ 2023 - 3rd Quarter

	A	B	C	D	E	F	G	H	I	J	K	L	M
1	Description	2019/2020		2020/2021		2021/2022			2022/2023		Budget	Reserve(s)	
2		Actual		Actual		Budget	Actual		Budget	Actual	%	General Reserve	5400.00
3	Office Costs											Includes costs for Elections	
4	Accountants Fees	240.00		0.00		338.33	397.40		340.00	197.40	58.06%	Locum Clerk Uninsured Legal	
5	Audit Fee	50.00		50.00		200.00	53.00		200.00	210.00	105.00%	Expenses and other Unexpected	
6	Chairman's Fund	0.00		0.00		50.00	48.98		100.00	70.00	70.00%	Costs (e.g. Ash Die Back Tree)	
7	Hall Hire or Zoom	113.05		127.28		170.00	207.73		200.00	185.00	92.50%		
8	ERNLLCA/SLCC	357.65		457.18		390.69	470.54		390.00	489.18	125.43%		
9	Office Expenses (Post/Stationary)	127.90		382.77		250.00	211.28		200.00	161.56	80.78%	Targeted Reserves:	
10	Kiosk - Costs	0.00		550.00		0.00	0		0	0	0.00%	Flood Reserve	2000.00
11	Insurance	380.32		397.04		400.00	395.47		420.00	363.00	86.43%		
12	IT Equipment	0.00		933.17		0.00	0		100.00	0.00	0.00%	Total Reserve(s)	7400.00
13	M/soft 365 & Norton AV	0.00		126.39		135.36	112.80		150.00	148.16	98.77%		
14	Training Courses	0.00		216.00		250.00	360.00		250.00	0.00	0.00%		
15	Wage roll Inc. HMRC	6938.40		7223.16		7230.00	7522.54		7438.00	5994.47	80.59%		
16		8207.32		10462.99		9414.38	9779.74		9788.00	7818.77	79.88%		
17													
18	Grants											Precept Requests:	
19	Grants	10410.00		600.00		0.00	650.70		0.00	92.00	#DIV/0!	2018/2019	12000.00
20	Section 137	0.00		100.00		100.00	100.00		100.00	100.00	100.00%	2019/2020	12000.00
21		10410.00		700.00		100.00	750.70		100.00	192.00	192.00%	2020 /2021	14000.00
22												2021/2022	17000.00
23	Community Costs											2022/2023	17000.00
24	Defib Accessories	188.64		102.59		150.00	0.00		150.00	898.00	598.67%	2023/2024	20000.00
25	Grass Cutting Contract	4225.00		4225.00		5000.00	5940.00		5400.00	4800.00	88.89%		
26	Rates - Cemetery	81.93		95.08		110.77	0		115.00	312.12	271.41%		
27	Seating	0		130.00		500.00	437.03		250.00	0.00	0.00%		
28	Street Lighting	210.31		213.47		230.12	171.39		240.00	199.80	83.25%		
29	Village Work	552.57		550.00		1500.00	3599.98		750.00	883.48	117.80%		
30	Waste Collection	125.32		128.96		132.70	132.86		135.00	138.06	102.27%		
31	Severe Weather Costs	0.00		63.00		1000.00	0		1000.00	0.00	0.00%		
32	Allotment Costs	0.00		17.00		0.00	0		100.00	0.00	0.00%		
33		5383.77		5525.10		8623.59	10281.26		8140.00	7231.46	88.84%		
34											0.00%		
35	Total Amount	24001.09		16688.09		18137.97	20811.70		18028.00	15242.23	84.55%		
36													
37													
38													
39	Estimated Income 2022/2023					Actual Income 2022/2023 - 3rd Quarter						Notes:	
40	Precept	17000.00				17000.00						1. Does not include Jubilee Spending which	
41	Cemetery Fees	500.00				1660.00						was funded seperately	
42	Allotment Fees	100.00				75.00						2. Final Bank Balance as at 31/12/2022	11243.02
43	Wayleave	11.77				11.77						3. Amounts do not include VAT	
44	Bank Interest	0.40				57.45						4. Income - 1 Allotment rental received in F/Year	2021/2022
45												5. Anticipated costs to the year end, which would	2186.90
46												be around 96.5% of the budget set.	
47		17612.17				18804.22						Budget updated - 31/12/2022	



EASINGTON PARISH COUNCIL

Parish Grass Cutting Tender Document 2023

A. INVITATION TO TENDER

1. Easington Parish Council ("the Council") hereby invites tenders for the carrying out of the Service of Grass Cutting in accordance with the Contract documents attached, which comprise:
 - a. Invitation to tender
 - b. Standard contract conditions
 - c. Specification of works
 - d. Evaluation Process
 - e. Schedule of works
 - f. Site plans
2. Prospective Contractors should ensure that they are completely familiar with the nature and extent of the obligations to be accepted by them if their tender is accepted.
3. Any queries regarding the interpretation of any part of the Contract documents should be addressed to the Parish Clerk by no later than one week before the closing date.
4. The tender shall be submitted ONLY by email or post to the address detailed below.
5. Prospective Contractors should note that the Council is not bound to accept the lowest, or any tender. The Council's decision is final, and no correspondence will be entered into on the reasons why a tender has been rejected.
6. The successful tender will be informed following the Parish Council meeting on Thursday 2nd March 2023 with the Council's written acceptance letter which shall form a binding agreement in the terms of the Contract documents.
7. If having examined the tender document you wish to submit a tender you should:
 - a. Submit an overall price and if appropriate indicate the rate for carrying out each element of the Contract.
 - b. Return the Tender, by **Tuesday 28 February 2022**, either by:
 - a. Email to: easingtonpc@outlook.com
 - b. post to: Holmleigh Hull Road Easington HU12 0TE

Tenders received after this date will not be considered.

B. STANDARD CONTRACT CONDITIONS

Communication

All communication regarding the tender and execution of the agreed contract will be with the Easington Parish Clerk in the first instance. In the second instant the Chair of the Easington Parish Council

Extent of Work

The work will comprise of the cutting of grass on four amenity spaces managed by the Council (See site plans attached). Grass Cutting: The height of cut to be appropriate for the use of each space and as agreed with the Officer. To also include strimming around outside furniture, path edges, trees, bushes, fences, hedges and all other authorised site fixtures and fittings. To include grass trimming removal from site. Although a specific number of cuts has been set for the tender these may be varied according to seasonal grass growth and by agreement with the Officer Only but will not exceed 12 Cuts in number.

Workmanship and Equipment

The workmanship must be of the highest standard and shall conform to all relevant British Standards, Specifications and Codes of Practice. Additional Erection/Installation - The Council may at any time add or remove outside fixtures and fittings (benches, planting etc.) during the period of the Contract. No application from the Contractor to adjust the Contract price as a consequence will be considered.

Duration of Contract

The duration of the Contract will be THREE cutting season(s) commencing 01 April 2023 to 31st March 2026 inclusive. Tenders are to be priced on a per cut basis. There will be no opportunity to alter the rates tendered during the full term of the contract.

Payment to Contractor

The Contractor to submit by invoice(s), monthly or quarterly or at the end of the cutting season period to be paid within 30 days.

Termination of Contract

Either party may, without reason, terminate the Contract, in writing, giving no less than One Months' Notice.

Insurance

The Contractor is required to have a minimum of £5,000,000 public liability insurance. A current Certificate of Insurance to this effect must be produced to the Officer prior to commencement of the Contract and annually thereafter. The Contractor shall indemnify the Council against any claim or proceedings for any injury or damage to any property or persons or animals as a result of negligence, poor workmanship or failure to notify the Council of any action likely to cause injury or damage to a third party. Any damage caused to any property during the performance of this contract must be reported to the Officer immediately and any costs involved to rectify the damage will be the responsibility of the contractor.

Health and Safety

The Contractor shall comply with all relevant statutory requirements (including Health and Safety at Work Legislation Act 1974) at all times in carrying out the services described in this agreement. It is expected that the relevant Risk Assessments and Method Statement(s) will be undertaken by the Contractor prior to work commencing.

Notes to Tenderers

- a. Attention is drawn to Standard Contract Conditions. These documents must be read in conjunction with the Specification of Works, Plans and Schedule of Works. Contractors are advised to carefully read all documentation.
- b. The prices to be included in Tender are to be the full inclusive value of the work described, including all profit, costs and expenses, and all general risks, liabilities and obligations, but EXCLUDING VAT (if applicable). PLEASE confirm if VAT will be applied.
- c. A regular inspection will be carried out by the Council throughout the period of the Contract to ensure the work is completed in accordance with the Specification of Works.
- d. Invoices presented for payment must include a schedule of the works completed including the dates of the work.
- e. Contractors are asked to contact the Officer if any clarification is required.

C. SPECIFICATION OF WORKS

1. Prior to cutting or trimming any area, the Contractor will ensure that the site is free of any significantly large stones and all paper, tins, bottles and other debris on the cutting area.
2. The Contractor will also inspect each site for areas of ground sinkage/potholes and areas of potential hazard and will inform the Council immediately of any such potential hazards.
3. The Contractor will at all times during the period of the Contract, ensure that all machines engaged in grass and /or hedge cutting operations are sharp and properly set, so as to produce a true and even cut. Any damage or areas of grass and /or hedge not cut to the approval of the Council from such lack of maintenance will be made good by the Contractor at his own expense and to the satisfaction of the Council.
4. The Contractor will at all times during the period of the Contract ensure that machines are properly guarded and maintained so as to present no danger to the operator, surrounding structures, vehicles or any person in the vicinity of operations. The Contractor will provide his staff with all safety equipment, (boots, reflective vests etc.), and will ensure that staff use these at all times they are engaged in work for the Council.
5. During the period of the Contract no growth regulators of any form will be applied to any area of turf without the Council sanctioning such an operation in writing, in advance.
6. All grass will be cut cleanly and evenly without damaging the existing surface and with sufficient overlap between passes of the cutter.
7. The Contractor will complete one area of grass cutting before moving onto the next, and immediately after cutting a scheduled area, the Contractor will ensure, where applicable, that all grass clippings and other arising's are cleared.
8. Soft vegetative growth, such as clover will be deemed to be part of the Contract where it falls within large areas of grass.
9. It is not possible to predict accurately the precise number of mowing's which may be required on any site in any one year, however this will not exceed 12. If 12 cuts are not required, the contract price will be reduced on a pro-rata basis for each cut not undertaken.
10. Mowing will take place on the full area of grass at the site, up to all path edges, fencing, obstacles and any other boundaries.
11. Areas not cut to the satisfaction of the Council will be re-cut by the Contractor at the Contractor's own expense.
12. In very wet conditions all operations involving grass cutting shall cease until conditions allow operations to recommence without damaging the surface levels and contours of the ground or grass cutting "divots" from the machine rollers or cutters.
13. Should the Contractor cause damage to the surface or levels of the ground, or create divots during grass cutting operations, the Contractor will at his own expense reinstate such damage forthwith to the satisfaction of the Council.
14. Mowing will be carried out as close as possible to fixed obstructions. Moveable obstructions can be removed to facilitate cutting and replaced before the Contractor leaves the site.
15. Mowing around obstructions including seats, trees, fence lines, posts, stones and kerbs and the like, and in the proximity of margins, will be undertaken using methods, tools and machines as appropriate to ensure neat edges to paths etc.
16. If used, strimmer must not be allowed to damage any trees, shrubs etc. or permanent or removable fittings.
17. All persons operating grass cutting machinery must be appropriately trained, and the Council reserves the right to ask the Contractor to provide adequate proof that his operators are well trained, conversant with Health and Safety legislation and competent in their operating methods.
18. All arising's from grass cutting, where collection is required, are to be removed from site and correctly disposed of and in an environmentally friendly manner.

NOTE: None of the sites have access to toilets or running water – so contractor will need to make their own arrangements for their staff welfare.

D. EVALUATION PROCESS

Bids will be evaluated in accordance with the Easington Parish Council's Financial Regulations using the following criteria and weighting:

Criteria	Possible Score
<p>Price</p> <p>The full and final cost over the full term of the contract.</p> <p>To take into account affordability and the commercial stability of a reasonable return for the supplier.</p>	Max 50 points
<p>Quality</p> <p>The supplier's ability to perform the contract to the highest standards.</p> <p>Evidence of the supplier's relevant knowledge and experience.</p> <p>Feedback received from References.</p>	Max 25 points
<p>Compliance</p> <p>The supplier's compliance with all Health & Safety and employment laws and regulations. The Contractor should provide an indicative Risk Assessment and Method Statement for Grass Cutting and Hedge Trimming.</p>	Max 25 points

Maximum Possible Score is 100

E. Schedule of Works:

Cutting season – April to November

Grass Cutting

- Areas under planted with Bluebell or daffodils are to be excluded from the Grass Cutting until the end of May.
- The Contractor is expected to complete 12 Grass Cuts per annum (1 in April 2 in May/June/July/Aug/Sept and final 1 in Oct) any deviation from this e.g., inclement weather conditions/lockdown shall be agreed with the Parish Clerk – Kim Dalton.
- During periods of extremely dry or other extreme weather conditions the contractor may be requested to cease the cutting programme until further notice. The contractor will be notified by the Parish Clerk – Kim Dalton.
- All work undertaken is to be carried out during normal daytime hours.
- The grass is to be cut to a 2" length in all areas.

See Overall Map of Area together with Plan 1 and 2.

Areas detailed below are approximate:-

Blacksmiths corner 455 m2

Church 2545 m2

Garden 300 m2

Cemetery 3370 m2 this includes the bit outside the gate



Dimlington Road

Blacksmiths
Corner

Beck Lane

Community
Hall

Seaside Road

All Saints
Church

High Street

Hedge A

Village
Garden

Back Street

The White
Horse PH



Humber Lane

Easington Cemetery

Hedge B