

# 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 12<sup>TH</sup> OCTOBER 2020** at 7.00pm when the following listed business will be transacted by video conferencing using Zoom. **Meeting Id 84277214558 passcode 280024**

Yours sincerely,

*Jenny Rice*

Jenny Rice, Clerk and Responsible Finance Officer

## AGENDA

|               |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                        |                                                                                                                                                                                                                                                                                                                                                                  |
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| <b>20/143</b> | <b>APOLOGIES FOR ABSENCE</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                           |                                                                                                                                                                                                                                                                                                                                                                  |
|               | To receive and note apologies sent to the Clerk.                                                                                                                                                                                                                                                                                                                                                                                                                                                                       |                                                                                                                                                                                                                                                                                                                                                                  |
| <b>20/144</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.<br>Reminder to members to update their register if necessary. (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).<br>Dispensation has been recommended for those Councillors with allotments |                                                                                                                                                                                                                                                                                                                                                                  |
| <b>20/145</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 DETAILS FOR THE MEETING ABOVE OR ON THE WEBSITE AND/OR EMAIL OR RING THE CLERK IF YOU WISH TO JOIN THE MEETING OR SUBMIT A QUESTION</b><br>A maximum of 15 minutes will be permitted for members of the public to address the meeting remotely on any item on the agenda. If necessary, Chair to remind the public of the Public Speaking at Council and Committee Meetings policy.    |                                                                                                                                                                                                                                                                                                                                                                  |
| <b>20/146</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 14 <sup>th</sup> September. Refer to query sent by email by Cllr O’Grady. They will be signed electronically, as the permitted method during the pandemic.                                                                                                                                                                                                                                                                              |                                                                                                                                                                                                                                                                                                                                                                  |
| <b>20/147</b> | <b>MATTERS ARISING from previous meetings. Baby swing update. Cllr names and photos on notice board. Old PF padlock key thrown away as broken.</b>                                                                                                                                                                                                                                                                                                                                                                     |                                                                                                                                                                                                                                                                                                                                                                  |
| <b>20/148</b> | <b>PARISH COUNCILLOR VACANCY</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                       |                                                                                                                                                                                                                                                                                                                                                                  |
|               | <b>148.1</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                           | To receive and acknowledge any applications, to follow, for the 1 vacancy being co-opted to for the vacancy created by the resignation of J Wilson. If none, resolve to consider suitable applicants.                                                                                                                                                            |
| <b>20/149</b> | <b>GOVERNANCE AND FINANCE</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                          |                                                                                                                                                                                                                                                                                                                                                                  |
|               | <b>149.1</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                           | To receive internal financial control check feedback for September                                                                                                                                                                                                                                                                                               |
|               | <b>149.2</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                           | To receive finance report to the end of September, herewith                                                                                                                                                                                                                                                                                                      |
|               | <b>149.3</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                           | To receive a report/feedback from councillors on the outstanding annual checks performed on the assets, as per revised asset risk management list agreed at the last meeting.                                                                                                                                                                                    |
|               | <b>149.4</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                           | To consider the recommended weekly check required for the outdoor gym equipment and resolve how they will be done. Details to follow.                                                                                                                                                                                                                            |
|               | <b>149.5</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                           | To consider and resolve project items for planning next year’s budget. Finance meeting to be organised in November to prepare budget proposal. Ideas/considerations to be agreed so far; training for new councillors, new trees, solicitor lease fees, election costs, new maintenance costs re car park/fencing and possible new notice board.                 |
| <b>20/150</b> | <b>PLAYING FIELD IMPROVEMENT COMMITTEE (PFIC) AND RELATED PF ISSUES</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                |                                                                                                                                                                                                                                                                                                                                                                  |
|               | <b>150.1</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                           | To receive the latest PFIC minutes of meetings herewith and a verbal update on progress with the grant application agreement - to note title received from Land Registry on land ownership and planning received to demolish the building. To note quote accepted for car park and play area equipment being planned for remainder of grant and new application. |
|               | <b>150.2</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                           | To reconsider setting up of a PFA as agreed once land ownership title received and resolve action, in conjunction with cricket club lease item 150.6                                                                                                                                                                                                             |

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|               | <b>150.3</b>                                                                                                                            | To note outdoor gym equipment installed and any issues/feedback. See above re checks                                                                                                                                                                                                                                                             |
|               | <b>150.4</b>                                                                                                                            | To note planned visit on 20/10 at 12.30 by ENC Community Fund tour ref the new path paid for – 3 attendees to be confirmed.                                                                                                                                                                                                                      |
|               | <b>150.5</b>                                                                                                                            | To consider the purchase of an additional litter bin for the playing field as per K Cox request. And to note poo bins mended by Cllr Woodman. To note litter bin emptying being queried.                                                                                                                                                         |
|               | <b>150.6</b>                                                                                                                            | To discuss the cricket club lease now the playing field ownership is registered and resolve next steps. Latest version herewith.                                                                                                                                                                                                                 |
|               | <b>150.7</b>                                                                                                                            | To discuss the lease to the Collyweston SSSI via Wildlife Trust now the playing field ownership is registered and resolve next steps. Latest version herewith.                                                                                                                                                                                   |
|               | <b>150.8</b>                                                                                                                            | To note £150 received for PF from Post Office/shop donations pot and resolve what happens to it.                                                                                                                                                                                                                                                 |
| <b>20/151</b> | <b>REPORTS FROM REPRESENTATIVES</b>                                                                                                     |                                                                                                                                                                                                                                                                                                                                                  |
|               | <b>151.1</b>                                                                                                                            | <b>Trees and Greens Working Party;</b> Cllrs Bates, Holwell, Cutforth and Nicol<br>a) To receive draft terms of reference for TAGWP herewith and resolve to amend/agree<br>b) To receive feedback from Leics Gardens after Cllr Bates liaison over work. No. of cuts information.<br>c) To clarify trees to be inspected with a survey due soon. |
|               | <b>151.2</b>                                                                                                                            | <b>Checkers Reports</b><br>a) To receive checker report for September, Cllr Nicol reported small litter bin overflowing in The Close play area and note checker for October Cllr Woodman to maybe do outdoor equipment. To note annual inspection increase cost of £7 pa for these 2 pieces.<br>b) To decide on any actions necessary            |
|               | <b>151.3</b>                                                                                                                            | <b>Village Hall.</b> To receive update on the committee and lettings situation.                                                                                                                                                                                                                                                                  |
|               | <b>151.4</b>                                                                                                                            | <b>Vehicle Activation Devices,</b> Cllr Nicol and Cllr Rawlinson;<br>To receive update. Volunteer to change the batteries.                                                                                                                                                                                                                       |
|               | <b>151.5</b>                                                                                                                            | <b>Traffic Working Group</b> – Cllr Nicol, Cllr Sharpe and Cllr Rawlinson.<br>To receive update, communication re Easton House/traffic refers                                                                                                                                                                                                    |
|               | <b>151.6</b>                                                                                                                            | <b>Joint Action Group</b> – to receive feedback from last meeting                                                                                                                                                                                                                                                                                |
| <b>20/152</b> | <b>REMEMBRANCE DAY. To receive information and agree village and church activities. To agree ordering of and donation for a wreath.</b> |                                                                                                                                                                                                                                                                                                                                                  |
| <b>20/153</b> | <b>ALLOTMENTS</b>                                                                                                                       |                                                                                                                                                                                                                                                                                                                                                  |
|               | <b>153.1</b>                                                                                                                            | To receive update on allotments and agree any actions necessary.<br>To receive feedback on cutting back of damson bush leaning on fence.                                                                                                                                                                                                         |
| <b>20/154</b> | <b>NEIGHBOUR</b>                                                                                                                        | <b>HOOD PLAN – to consider a Neighbourhood Plan and resolve action</b>                                                                                                                                                                                                                                                                           |
| <b>20/155</b> | <b>PLANNING</b>                                                                                                                         | <b>APPLICATIONS, TO NOTE MINUTES FROM PLANNING COMMITTEE, HEREWITH, AND RESPONSES</b>                                                                                                                                                                                                                                                            |
|               | <b>155.1</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>Application withdrawn</b>                                                                                                                                                                                 |
|               | <b>155.2</b>                                                                                                                            | 20/00732/FUL s/s rear extension, dormer extension to side elevation at 5 West St. <b>Permission granted</b>                                                                                                                                                                                                                                      |
|               | <b>155.3</b>                                                                                                                            | 20/00250/FUL New front porch, gd floor and first floor rear extension at 7 Westfields. Appeal lodged. <b>Awaiting outcome</b>                                                                                                                                                                                                                    |
|               | <b>155.4</b>                                                                                                                            | 20/00900/FUL erection of rear extension linking existing outbuilding and house at Barn Cottage, New Road. Deadline 3/9/2020. <b>Awaiting outcome</b>                                                                                                                                                                                             |
|               | <b>155.5</b>                                                                                                                            | 20/00770/FUL s/s garden room (ancillary accommodation to main dwelling) at 20 Westfields. Deadline 3/9/2020. <b>Objection sent. Awaiting outcome</b>                                                                                                                                                                                             |
|               | <b>155.6</b>                                                                                                                            | 20/00986/TCA fell prunus cerasifera due to close proximity of building/foundations, tree roots also growing into drain at 40 Church St. <b>Permission granted</b>                                                                                                                                                                                |
|               | <b>155.7</b>                                                                                                                            | 20/00988/TCA fell self set sycamore, prune robinia, fell holly tree, prune apple tree at 27 West St deadline 11/9/2020 <b>Permission granted</b>                                                                                                                                                                                                 |
|               | <b>155.8</b>                                                                                                                            | 20/01004/TCA raise crown of cedar tree to 3.5m at 21 Church St - <b>Permission granted</b>                                                                                                                                                                                                                                                       |
|               | <b>155.9</b>                                                                                                                            | 20/01006/FUL Proposed extensions and internal alterations at 101 Stamford Road, Deadline 2/10/2020. <b>No objections sent</b>                                                                                                                                                                                                                    |
|               | <b>155.10</b>                                                                                                                           | 20/01047/TCA 2 cherry trees located close to corners of property. Prune to give clearance and raise crown at Walnut Tree Farmhouse. <b>No objections sent</b>                                                                                                                                                                                    |
|               | <b>155.11</b>                                                                                                                           | 20/01085/PND demolition of redundant changing rooms – to note no comment sent from Parish Council and no other consultees. <b>Prior approval given</b> and no further permission required.                                                                                                                                                       |

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|        | 155.12                                                                                                                                                                                                                                                                                                                                                                                                             | NEW 20/01159/FUL alterations to and conversion of existing stone barn to residential annex, revised application for 26 High St. <b>Planning Committee</b>                               |                                              |
| 20/156 | FEEDBACK FROM NCALC AGM/WORKSHOP 3/10/2020 Cllr Cutforth and Clerk attended                                                                                                                                                                                                                                                                                                                                        |                                                                                                                                                                                         |                                              |
| 20/157 | CLERK REPORT / CORRESPONDENCE / MISC<br>a) To note electricity buying opportunity from Ncalc, see email herewith<br>b) To note public consultation on proposed changes to local council tax support scheme live from 5 <sup>th</sup> October, see email herewith<br>c) To note opportunity to be on a councillor panel to give views and feedback on a range of issues. Sign up by emailing info@northantscalc.com |                                                                                                                                                                                         |                                              |
| 20/158 | ORDERS FOR PAYMENT                                                                                                                                                                                                                                                                                                                                                                                                 |                                                                                                                                                                                         |                                              |
|        | To agree payments to be made as follows;                                                                                                                                                                                                                                                                                                                                                                           |                                                                                                                                                                                         |                                              |
|        | 158.1                                                                                                                                                                                                                                                                                                                                                                                                              | SSE Electric x 2 bills                                                                                                                                                                  | £233.38                                      |
|        | 158.2                                                                                                                                                                                                                                                                                                                                                                                                              | Emptying of poo and litter bin on PF by ENC                                                                                                                                             | £32.74                                       |
|        | 158.3                                                                                                                                                                                                                                                                                                                                                                                                              | Weller Hedley Solicitor fee plus land registry fee plus vat                                                                                                                             | £400                                         |
|        | 158.4                                                                                                                                                                                                                                                                                                                                                                                                              | Fresh Air Fitness remainder of invoice (from grant)                                                                                                                                     | £1580.21                                     |
|        | 158.5                                                                                                                                                                                                                                                                                                                                                                                                              | Postage of papers P Bates                                                                                                                                                               | £2.30                                        |
|        | 158.6                                                                                                                                                                                                                                                                                                                                                                                                              | NCALC new councillor training K Dow                                                                                                                                                     | £44                                          |
|        | 158.7                                                                                                                                                                                                                                                                                                                                                                                                              | Zoom subs share reimburse clerk                                                                                                                                                         | £7.99                                        |
|        | 158.8                                                                                                                                                                                                                                                                                                                                                                                                              | Ink subs share reimburse clerk                                                                                                                                                          | £10                                          |
|        | 158.9                                                                                                                                                                                                                                                                                                                                                                                                              | HMRC employer payment, deducted from salary                                                                                                                                             | Tbc                                          |
|        | 158.10                                                                                                                                                                                                                                                                                                                                                                                                             | Clerk mileage for September                                                                                                                                                             | £10.80                                       |
|        | 158.11                                                                                                                                                                                                                                                                                                                                                                                                             | Vision ICT domain fee                                                                                                                                                                   | £66.20                                       |
|        | 158.12                                                                                                                                                                                                                                                                                                                                                                                                             | Clerk's salary plus home office payable 31/10/2020 to be confirmed<br>- PAYE due + £27 home office plus backpay April – September 2020                                                  | £tbc<br>£tbc                                 |
| 20/159 | 159.1                                                                                                                                                                                                                                                                                                                                                                                                              | <b>To note income received;</b><br>Collection from PO/shop for playing fields, cash paid in 5/10<br>Donation from Village Amenities Fund for PFIC<br>½ precept from ENC rec'd 24/9/2020 | <b>Receipts</b><br>£150<br>£100<br>£16417.50 |
| 20/160 | <b>FEEDBACK FROM STAFFING COMMITTEE</b><br>To receive notes of meeting and proposed revised clerk payscale rate and payscale point/increment as recommended by the staffing committee, herewith, confidential.<br><b>Closed session excluding the public</b> for reasons of confidential information being discussed. Clerk to leave the meeting if required.                                                      |                                                                                                                                                                                         |                                              |
| 20/161 | <b>SUMMARY OF CLOSED SESSION GIVEN – public to return</b>                                                                                                                                                                                                                                                                                                                                                          |                                                                                                                                                                                         |                                              |
| 20/162 | <b>DATE OF NEXT MEETINGS</b> To note that the date of the next (possibly still remote, tbc) meeting is Monday 9 <sup>th</sup> November 2020 at 7pm.<br>Next PFIC meeting 21/10/2020 at 7pm. Next Planning Committee meeting 20/10/2020.                                                                                                                                                                            |                                                                                                                                                                                         |                                              |