

# Minutes of the Easton on the Hill Parish Council meeting

Held remotely by Zoom video conferencing on Monday 14<sup>th</sup> September 2020 at 19.00

**Present;** Councillors; P Bates, A Cutforth (Chairman), K Dow, E Hanson, D Sharpe, A O'Grady, S Woodman  
Clerk: J Rice

Others; Members of the public; Mr K Cox and Mrs D Davenport

<b>20/127</b>	<b>APOLOGIES FOR ABSENCE</b>	
	The clerk had received and accepted apologies from Cllr Nicol and Cllr Rawlinson.	
<b>20/128</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). Cllr Cutforth declared an "other" interest in item 135.3	
<b>20/129</b>	<b>PUBLIC PARTICIPATION</b>	
	Arrangements were made for the public to join the meeting remotely or join by telephone call if they wish. A maximum of 15 minutes was permitted for members of the public to address the meeting remotely on any item on the agenda. Chair reminded the public of the Public Speaking at Council and Committee Meetings. There were no comments or questions from the public.	
<b>20/130</b>	<b>MINUTES OF THE LAST MEETING (previously circulated)</b>	
	The record of the minutes of the meetings held on Monday 13 <sup>th</sup> July and the extraordinary meeting on 12 <sup>th</sup> August 2020 were confirmed as correct. They will be signed electronically, as the permitted method during the pandemic. <b>Action Clerk</b>	
<b>20/131</b>	<b>MATTERS ARISING from previous meetings.</b> It was noted that the new bench is installed on the A43 and being used regularly and being appreciated.	
<b>20/132</b>	<b>CO-OPTION TO PARISH COUNCILLOR VACANCY</b>	
	<b>132.1</b>	To receive and acknowledge any applications, to follow, for the 1 vacancy being co-opted to for the vacancy created by the recent resignation of J Wilson. The clerk reported that there had been no applications for the current vacancy. The poster will be left up and councillors were urged to think of suitable people who could be approached. <b>Action all</b>
<b>20/133</b>	<b>GOVERNANCE AND FINANCE</b>	
	<b>133.1</b>	<b>To receive internal financial control check feedback for August.</b> Cllr Sharpe has done the checks and reported no issues.
	<b>133.2</b>	<b>To receive finance report to the end of August, herewith</b> Councillors all received and noted the current finance report and bank reconciliation. There were no questions or comments.
	<b>133.3</b>	<b>To receive a report/feedback from councillors on the annual checks performed on the assets, as per revised asset risk management list agreed at the last meeting, to follow.</b> Cllr Sharpe had sent a report about the war memorials and bus shelter. Action regarding ivy on the bus shelter was agreed. <b>Action Cllr Dow.</b> Cllr Bates had reported about the allotments and a damson tree had been reported to Longhurst as needing trimming. <b>Action Cllr Bates</b> to follow up. Cllr Rawlinson had reported on the playing field assets and action regarding the poo bin is being taken. <b>Action Cllr Woodman</b> to mend Outstanding reports on assets (village signs and benches) from Cllr O'Grady and Cutforth to follow. <b>Action Cllrs O'Grady and Cutforth</b>
	<b>133.4</b>	<b>To consider and agree notice stating who current councillors are on notice board, with photos.</b> This was discussed and it was agreed it would be a good idea for those new to the village and for the recent changes in councillors. One councillor did not want a photo on the board. The absent councillors will be asked and then a list will be produced and displayed. <b>Action Clerk</b>
	<b>133.5</b>	<b>To receive an update on the Local Government Re-organisation</b>

		Cllr Cutforth had attended a briefing recently and will send any useful notes round. One thing of note was the thought that local tax would rise quite considerably as it is low now. <b>Action Cllr Cutforth</b>
	<b>133.6</b>	<b>To consider budget items for planning next year's budget.</b> The clerk asked the councillors to start thinking of projects and spending for next year's budget. Cllr Cutforth mentioned training for new councillors – this was included in this year's budget as the election was meant to be this year and can be carried forward. Consideration should be made to a Neighbourhood Plan and The LGR and Government White Paper might reinforce the need for this. Action Cllr Dow to circulate for information. Councillors to think of other ideas for the next meeting and before a finance meeting takes place in November. <b>Action all</b>
	<b>133.7</b>	<b>To note latest advice on holding physical meetings and discuss and agree/not agree to holding hybrid and/or blended meetings.</b> Cllr Cutforth updated the meeting on the arrangements regarding the village hall and that meetings can take place with 25 social distancing in rows as it is covid secure. A vote was taken as some felt it was unnecessary to meet face to face still and that safety of all concerned was the priority. The national advice is still to hold them remotely unless there are good reasons why not. The clerk internet is unstable at times and this has been an issue and also Cllr Bates does not have internet at home and so 2 councillors have to double up at the hall. It was agreed to continue as they are now via zoom as it works adequately most of the time.
	<b>133.8</b>	<b>To review the governance Review Action Plan outstanding action points – see updated plan to be circulated.</b> All councillors received and noted the updated plan by the clerk. The one main outstanding recommendation is a training policy and training needs analysis. It was agreed that the clerk would write a policy and circulate it asap and then a record of all training attended/received would be logged. The staffing committee will then conduct a training needs analysis. <b>Action Clerk/SC</b>
	<b>133.9</b>	To receive notification that the external audit report has been received dated 21/8/2020. No actions necessary other than publish the notice of conclusion of audit – displayed 25/8/2020 for 2 weeks. The clerk stated that the external auditors had completed the audit and reported no issues. Copies are on the website and will be displayed on the board also. The chairman thanked the clerk that this had been achieved. <b>Action Clerk</b>
<b>20/134</b>	<b>PLAYING FIELD IMPROVEMENT COMMITTEE, PFIC and PLAYING FIELD OPERATIONAL ISSUES</b>	
	<b>134.1</b>	<b>To receive and agree amended terms of reference for the Playing Field Improvement Committee, herewith.</b> All present accepted the revised Terms of Reference.
	<b>134.2</b>	<b>To receive the PFIC minutes of meetings and a verbal update on progress with the grant application, outdoor gym equipment order and Envirogrant application.</b> All councillors received the minutes of the PFIC meeting and the clerk and Cllr Dow updated the council on progress with the application - the solicitor is hopeful of a response from the land registry soon as the farmer has been given 15 days notice for the land adjacent. The planning prior approval for demolition has been sent off. The outdoor gym equipment pieces have been ordered and are expected 1/2 <sup>nd</sup> October. The deposit needs to be paid from the grant money received and this was agreed. <b>Action Clerk</b> The contributing third parties (CTP) were discussed and K Cox invited to update the meeting on the situation as he was working on it on behalf of the PFIC. £4445 is needed from third party/parties to release the grant. K Cox has secured 2 x £500 and will secure another £500 to make up the shortfall needed if the playing field allocation of 3k in the budget can be used initially to support the contribution until more fund raising is done as the CTP form is needed to be submitted by the end of October. It was proposed that the 3k plus £1445 be made available from parish council funds on the understanding this this is replenished by the end of the financial year by other funds raised by the PFIC. The aim will still be to raise the remaining £500 by the end of October. It was a majority vote that this be actioned. <b>Action Clerk/PFIC</b> The clerk confirmed that the Envirogrant application was submitted by the deadline for the woodland walk work and feedback on success or not is expected by mid-October.
	<b>134.3</b>	<b>To receive report about baby swing seat incident and receive details on new seat cost £145 plus delivery plus vat and resolve action.</b> This has been reported to the police by the monthly Councillor checker of equipment and their response read out. It is hard to prove intention to damage the swing wilfully and it was seemingly more irresponsible

		and foolish. It was agreed by vote to take action with the known individual in a request for a public apology and a contribution towards costs and to replace the swing asap so as not to disadvantage other users. <b>Action Cllr Dow and Clerk</b>
	<b>134.4</b>	<b>To receive details about tyre taken from end of concrete tunnel and resolve action plus resolve expenditure for tyres/bolt croppers.</b> The clerk reported that the tyre that had been worked on as part of improved safety recommended in the equipment inspection report has been ripped from the tunnel and is dangerously abandoned near the swings. A discussion regarding success of fixing a new tyre piece took place with the decision that unless it can be more securely fixed, the risk of injury is low and not worth addressing. An alternative tyre/fixing will be investigated. <b>Action Cllrs Woodman/Rawlinson.</b>
	<b>134.5</b>	<b>To note demolition application site notice in place</b> The clerk noted from councillors that this has so far remained in place as per the requirements of the demolition application. Situation to be monitored. <b>Action all</b> It was further noted that the play area covid rules sign has been damaged. It will be put back in place if possible. <b>Action Cllr Woodman</b>
	<b>134.6</b>	<b>To note new gate keys purchased by cricket club and held by Cllr Rawlinson.</b> It was confirmed that the cricket club purchased a new padlock for the gate to the field and that Cllr Rawlinson and K Cox, as well as one for the cricket club, have keys at the moment. It was felt by some this was unnecessary and is less secure as the other lock was a special one. It was agreed to ask for the old lock to see if it can be repaired and to point out that no additional keys should be cut. <b>Action Clerk</b>
	<b>134.7</b>	<b>To receive details from Collyweston SSSI via Wildlife Trust and request for clarification on rent payment and resolve action. To note they should be addressing the gate.</b> The clerk had approached the Wildlife Trust to update them on the land ownership title and issuing of a renewed lease and they had asked how the Parish Council wanted paying for the rent. It was agreed to ask for 10 years in advance (£1 pa) if possible. <b>Action Clerk</b>
	<b>134.8</b>	<b>To consider and resolve action on increased and disruptive rabbit activity under the hedge</b> It was recognised that there is an issue with the soft soil where the path was laid and that hopefully when the fence is installed there is a more solid base and less rabbits.
	<b>134.9</b>	<b>To note exercise class on playing field given permission – missed at last meeting. This was noted.</b>
	<b>134.10</b>	To note 3 new dog poo bin lids requested and resolve to purchase an additional bin or not The clerk reported that she had had no luck ordering replacement lids and maybe complete new bins are needed. It was agreed they will be looked at for repair first. <b>Action Cllr Woodman</b>
<b>20/135</b>	<b>REPORTS FROM REPRESENTATIVES</b>	
	<b>135.1</b>	Trees and Greens Working Party (TAGWG); Cllrs Bates, Holwell, Cutforth and Nicol a) <b>To receive update on the work performed at Spring Close and work done by Leics Gardens and agree any further work/expenditure.</b> Cllr Cutforth gave an update on all the work that has taken place at Spring Close, around the pond, the benches, fence post, well and trees. It needs maintaining by Leics Gardens now. <b>Action Cllr Bates</b> to approach them. b) <b>To consider if a EOTH PC plaque is required/desirable on the new bench</b> It was agreed that this was an unnecessary expense. c) <b>To note work done on tree at Church St and discuss more tree work/maintenance plan required for Spring Close.</b> Resident had been approached and the tree has been pruned. Other trees need surveying as per report from resident and previous Parish Council survey. <b>Action Clerk to arrange survey and draft terms of reference for the TAGWG.</b> d) <b>To note reports sent to Longhurst about overgrown foliage and parking in the Crescent.</b> The clerk has reported this twice to Longhurst who say they have written to tenants and ordered a new sign. So far no action however. e) <b>To appoint a new parish path warden following resignation of J Wilson.</b> Volunteers were sought and Cllr Woodman agreed he would do this role. <b>Action Cllr Cutforth</b> to pass on the footpath maps.
	<b>135.2</b>	<b>Checkers Reports</b> a) To receive checker report for July and August Reports were sent to the clerk and a few minor issues at the playing field are being addressed. b) To decide on any actions necessary. No further work necessary.
	<b>135.3</b>	<b>Village Hall. To receive update on the committee situation.</b>

		Cllr Cutforth gave an update on the number of resignations and new committee members needed. A letter has been sent to residents and feedback and applications received.
	<b>135.4</b>	<b>Vehicle Activation Devices, Cllr Nicol and Cllr Rawlinson;</b> To receive update on unit being fixed and changing location, plus re-imburement for costs, T Nicol A report from the Councillors explained that one unit has been relocated in Church St and it is working well. It was agreed that Cllr Nicol can be reimbursed for clips purchased. <b>Action Clerk</b>
	<b>135.5</b>	<b>Traffic Working Group – Cllr Nicol, Cllr Sharpe and Cllr Rawlinson. Receive update plus feedback following correspondence from resident.</b> Councillors received the latest report circulated and a letter was sent to a resident in response to concerns raised on speeding and volumes of traffic.
	<b>135.6</b>	<b>Village plan working party.</b> To note meeting held on 5 <sup>th</sup> August and receive feedback including call for sites submission information 20/7/2020, circulated. Minutes had been circulated and were noted. The clerk will resend sites email. <b>Action Clerk</b>
	<b>135.7</b>	<b>Joint Action Group –</b> to receive feedback from last meeting. Minutes have been circulated and were noted. The main issue is the lack of resource.
<b>20/136</b>	<b>ALLOTMENTS</b>	
	<b>136.1</b>	To receive update on allotments and agree any actions necessary. Note report sent to Longhurst about the overgrown hazel bush pushing onto fence and a letter will be sent to the tenant. Cllr Bates gave a verbal update and despite a letter, the bush remains a problem which may not be possible for the tenant anyway. It was agreed that the Parish Council will visit for permission to do the work. <b>Action Cllr Bates</b>
<b>20/137</b>	<b>PLANNING APPLICATIONS, FEEDBACK FROM PLANNING COMMITTEE AND RESPONSES</b>	
	<b>137.1</b>	To receive and agree planning committee revised proposed terms of reference to re-introduce committee meetings, herewith. To agree members and elect a chairman. The terms and reference are agreed with a slight amendment to refer Neighbourhood Plan back to full council. A chairman will be elected at the first meeting on 30/9/2020. All responses below were noted. <b>Action Clerk.</b>
	<b>137.2</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>Permitted</b>
	<b>137.3</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>Awaiting outcome</b>
	<b>137.4</b>	20/00697/FUL 2 storey side and s/s rear extension at 54 Stamford Road. <b>Permitted</b>
	<b>137.5</b>	20/00732/FUL s/s rear extension, dormer extension to side elevation at 5 West St. <b>Awaiting outcome</b>
	<b>37.6</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. <b>Permitted</b>
	<b>137.7</b>	20/00250/FUL New front porch, gd floor and first floor rear extension at 7 Westfields. Appeal lodged. <b>Awaiting outcome</b>
	<b>137.8</b>	20/00900/FUL erection of rear extension linking existing outbuilding and house at Barn Cottage, New Road. Deadline 3/9/2020. <b>No objections sent.</b>
	<b>137.9</b>	20/00770/FUL s/s garden room (ancillary accommodation to main dwelling) at 20 Westfields. Deadline 3/9/2020. <b>Objection sent.</b>
	<b>137.10</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>No objections</b> , deadline 11/9/2020
	<b>137.11</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>no objections</b>
	<b>137.12</b>	20/01004/TCA raise crown of cedar tree to 3.5m at 21 Church St - <b>to be decided</b> , deadline extension requested to 1/10/2020
	<b>137.13</b>	19/01345/PIP appeal report – appeal lodged against the ENC decision to refuse planning permission in principle to build 5-9 houses on land rear of Exeter Arms. <b>Appeal failed. Report circulated.</b>
	<b>137.14</b>	20/01006/FUL Proposed extensions and internal alterations at 101 Stamford Road, Deadline 2/10/2020. For next planning meeting.

20/138	<p><b>CLERK REPORT / CORRESPONDENCE / MISC</b></p> <p>a) Feedback requested on extending legislation to hold remote meetings beyond May 2021 – see Danny Moody’s email 28/8/2020. Clerk sent feedback and councillors can too. The clerk asked that councillors give feedback if they wished in addition to her own. <b>Action all.</b></p> <p>b) Nominations requested for new East Northants Local Hero and Champion Award across the 9 categories This was noted by councillors and was put onto Facebook.</p> <p>c) Invite to the 73<sup>rd</sup> Northants Calc AGM on 3/10/2020 10-12 via Zoom. The date was noted and the clerk asked for a volunteer to attend with her as a voting member. <b>Action all</b></p>	
20/139	<p><b>ORDERS FOR PAYMENT</b></p> <p>Payments were agreed as follows;</p>	
139.1	Eon maintenance charges for September and March - missed	£155.30
139.2	New bench paid for 4/8/2020	£501.60
139.3	Vision ICT 2 new accounts/councillors	£43.20
139.4	Zoom prescription J Rice paid, re-imbure % split pm, July and August payment	£15.98
139.5	Ink contract % split per month J Rice July and August	£20
139.6	Mileage J Rice July and August	£14.83
139.7	2 x A4 Paper and postage re-imbure J Rice	£7 + £6.95
139.8	SLCC registration CiLCA course fee % share, early bird rate (£350 split between 3 councils, £197.82, £76.09 x 2)	£350
139.9	SSE electric lighting bill	£129.85
139.10	NCALC training, PAYE/Payroll	£55
139.11	HMRC employer payment tbc when tax code changed and pay agreed	£TBC
139.12	PKF Littlejohn Auditors	£360
139.13	Leics Gardens invoice paid in August for cuts July and 3/8/2020	£560
139.14	Signs for play areas paid for as agreed at last meeting, to be shared with 2 councils EOTH £30 plus vat and other 2 £30 each	£108
139.15	Purchase clips Cllr Nicol	£11.49
139.16	Deposit for Outdoor gym equipment pieces	£1580.21
139.17	New baby swing seat	£145 plus £12 delivery
139.18	Clerk’s salary plus home office payable 30/9/2020 to be the same as last month until next meeting. - PAYE due + £27 home office plus backpay	£772.76
139.19	<p><b>To note income received;</b></p> <p>MEF grant</p> <p>Payments from Ailsworth and Bainton for Cilca training £107.50 each</p> <p>£412 CFF grant remainder re picnic benches</p> <p>% share of Cilca SLCC registration from Bainton and Ashton PC</p> <p>Payment for play area sign from Woodnewton PC</p>	<p><b>Receipts</b></p> <p>£2650</p> <p>£215</p> <p>£412</p> <p>£76.09</p> <p>£30</p>
20/140	<p><b>FEEDBACK FROM STAFFING COMMITTEE</b></p> <p>To receive proposed revised clerk payscale rate and payscale point/increment as recommended by the staffing committee. <b>Closed session excluding the public</b> for reasons of confidential information being discussed.</p> <p>It was explained by Cllr Hanson that as the notes of the appraisal meeting that has taken place are not yet agreed, then the feedback cannot be given. The pay has been discussed however will be postponed and proposed after the next staffing meeting for the face to face rather than email feedback. The national pay rise of 2.75% from April 2020 will also be applied after the next meeting.</p>	
20/141	<p><b>SUMMARY OF CLOSED SESSION GIVEN</b> N/A see above</p>	
20/142	<p><b>DATE OF NEXT MEETINGS</b> It was noted that the date of the next, remote meeting is <b>Monday 12<sup>th</sup> October 2020</b> at 7pm and Planning Committee meeting 30<sup>th</sup> September at 7pm.</p>	