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Minutes of the Easton on the Hill Parish Council meeting

Held remotely by Zoom video conferencing on Monday 12th October 2020 at 19.00

Present; Councillors; P Bates, A Cutforth (Chairman), K Dow, E Hanson, R Holwell, T Nicol, A O'Grady, J Rawlinson, D Sharpe, Clerk: J Rice

Others; Members of the public; Mrs D Davenport

The Chairman began by re-iterating the need to keep the meeting to 2 hours and confirmed that, when necessary, Councillors would be limited to 3 minutes speaking on any one item.

20/143	APOLOGIES FOR ABSENCE	
	To receive and note apologies sent to the Clerk. The Clerk had received apologies from Cllr Woodman.	
20/144	DECLARATIONS OF INTEREST	
	To receive all declarations of interest under the Council's Code of Conduct related to business on the agenda. 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). Dispensation has been recommended for those Councillors with allotments Cllr Cutforth declared an "other" interest in items 150.7 and 151.3	
20/145	PUBLIC PARTICIPATION	
	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 policy. Mrs Davenport mentioned that as there has been an increase in attempted burglaries in the village recently, that the Parish Council please re-consider installation of CCTV. The Chair said it will be discussed at a future meeting.	
20/146	MINUTES OF THE LAST MEETING (previously circulated)	
	To confirm as correct the record of the minutes of the meetings held on Monday 14th September. Refer to query sent by email by Cllr O'Grady. They will be signed electronically, as the permitted method during the pandemic. The minutes were agreed as a true record with the amendment to make clearer the PFIC Third Party Contribution payback timescales. These will be altered and uploaded to the website. Action Clerk	
20/147	MATTERS ARISING from previous meetings. Baby swing update. Cllr names and photos on notice board. Old PF padlock key thrown away as broken. The Clerk explained that due to the possible changes to play area equipment, it was agreed at the PFIC meeting to establish the plans there before spending money on a new cradle swing. To be confirmed at their next meeting. The child involved wanted to make a public apology and state it was not intended and promised to fundraise to repay costs incurred. Action Clerk	
20/148	PARISH COUNCILLOR VACANCY	
	148.1	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. The Clerk confirmed that there had been no applications received. The Chairman suggested that all Councillors consider approaching any suitable candidates. Action All Councillors
20/149	GOVERNANCE AND FINANCE	
	149.1	To receive internal financial control check feedback for September. Cllr Nicol had performed the random checks and reported that all was in order.
	149.2	To receive finance report to the end of September, herewith. Councillors received the report and there were no queries. Cllr Nicol commended the Clerk in restoring the reserves. It was suggested the Finance Committee look at the payback time of the new LED lights.
	149.3	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. Cllr Cutforth reported that the village signs are both in good order. Cllr O'Grady reported that she will do the bench checks in the school half term. Action Cllr O'Grady

	149.4	<p>To consider the recommended weekly check required for the outdoor gym equipment and resolve how they will be done. Details to follow.</p> <p>The Clerk had circulated a summary of the checks necessary to meet the supplier's warranty. Cllr Dow volunteered to perform the checks necessary. Action Cllr Dow and Clerk to send forms/full instructions.</p>
	149.5	<p>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.</p> <p>It was agreed to arrange a budget setting Finance Committee meeting. It was resolved to include 1k for a new notice board, increased checks and insurance costs for new equipment as necessary, an adequate Trees and Greens budget and the above (except new trees). Action Clerk, meeting</p>
20/150	PLAYING FIELD IMPROVEMENT COMMITTEE (PFIC) AND RELATED PF ISSUES	
	150.1	<p>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.</p> <p>Councillors received and noted latest minutes and progress from the PFIC as above.</p>
	150.2	<p>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</p> <p>The Chairman stated that it was previously agreed to set up a PFA once ownership was registered however it was now 6 months since this vote and so it can be re-considered given the fact that nobody came forward previously and there is currently no driving force to set one up and take responsibility from the Council. Also, the solicitor had explained that it was not possible to have 2 leases for the same piece of land, as shared by both cricket club and a PFA. It was resolved to delay the setting up of a PFA indefinitely and to take advice from the solicitor to get a fixed quote for a cricket club lease if possible. This will enable them to apply for grants and help to maintain good relationships. The solicitor cost to be agreed at the next meeting. Action Clerk</p> <p>Cllr Hanson left the meeting at 7.30pm</p>
	150.3	<p>To note outdoor gym equipment installed and any issues/feedback. See above re checks</p> <p>It was confirmed that the equipment is being used and enjoyed with no issues reported.</p>
	150.4	<p>To note planned visit on 20/10 at 12.30 by ENC Community Facilities Fund tour ref the new path paid for – 3 attendees to be confirmed.</p> <p>It was resolved to have Cllr Cutforth, Cllr Rawlinson and Cllr Woodman present for the CFF tour date.</p>
	150.5	<p>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.</p> <p>It was agreed that a new bin was not necessary and would incur unnecessary extra cost. Thanks to Cllr Woodman for mending the lids of poo bins were noted. See below re litter bins.</p>
	150.6	<p>To discuss the cricket club lease now the playing field ownership is registered and resolve next steps. Latest version herewith.</p> <p>See 150.2 above.</p>
	150.7	<p>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.</p> <p>This was received and discussed and it was decided that the content was satisfactory as it had presented no problems to date and just the wording could be modernised and the lease renewed for a further 21 years. Action Clerk</p>
	150.8	<p>To note £150 received for PF from Post Office/shop donations pot and resolve what happens to it.</p> <p>It was resolved that this money be put in the general reserve for expenditure at the playing fields as requested by the shop owners.</p>
20/151	REPORTS FROM REPRESENTATIVES	
	151.1	<p>Trees and Greens Working Party; Cllrs Bates, Holwell, Cutforth and Nicol</p> <p>a) To receive draft terms of reference for TAGWP herewith and resolve to amend/agree.</p> <p>The terms of reference were agreed with the areas specified and responsibilities clear where there is a potential overlap.</p> <p>b) To receive feedback from Leics Gardens after Cllr Bates liaison over work. No. of cuts information</p>

		<p>Cllr Bates is meeting Leics Gardens and will ask for regular additional mowing around the pond and between the trees. The TAGWG will convene then too, date tbc, to have a walkaround and check on works thought needed. Action TAGWG, Cllr Bates to confirm date/time</p> <p>c) To clarify trees to be inspected with a survey due soon.</p> <p>It was confirmed that a regular inspection of trees is necessary as per the tree management policy and previous reports. These will be sent to Cllr Nicol who will approach a tree surgeon to assess. Action Clerk, Cllr Nicol</p>
	151.2	<p>Checkers Reports</p> <p>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. It was confirmed that Josie Ward was emptying the litter bin at The Close but had stopped recently. Cllr Sharpe volunteered to do this going forward and a thank you letter will be sent to Mrs Ward. Action Clerk and Cllr Sharpe</p> <p>Cllr Woodman to do October checks excluding new equipment. Action Cllr Woodman</p> <p>To note annual inspection increase cost of £7 pa for these 2 pieces - noted for the budget setting.</p> <p>b) To decide on any actions necessary. Tree survey to be organised plus walkabout above.</p>
	151.3	<p>Village Hall. To receive update on the committee and lettings situation.</p> <p>Cllr Cutforth gave an update that the Village Hall now has a new committee and once training has been provided it will be operational. The next meeting is the 26/10.</p>
	151.4	<p>Vehicle Activation Devices, Cllr Nicol and Cllr Rawlinson;</p> <p>To receive update. Volunteer to change the batteries.</p> <p>It was reported that one device has been moved successfully and a volunteer to change the batteries has come forward.</p>
	151.5	<p>Traffic Working Group – Cllr Nicol, Cllr Sharpe and Cllr Rawlinson.</p> <p>To receive update, communication re Easton House/traffic refers.</p> <p>It was reported that Easton House opened briefly then due to covid-19 restrictions changing, many staff then returned to working from home and so their traffic is much reduced.</p>
	151.6	<p>Joint Action Group – to receive feedback from last meeting</p> <p>Cllr Sharpe gave an update from the meeting that reported crime was equal or lower than last year. Posters for No Trick or Treat Callers are available. Operation Snap allows for the public to take footage of driver offences and send them in to the police to follow up. Recent speed checks reported no concerns.</p> <p>(Cllr Hanson returned at 8.15pm)</p>
20/152	<p>REMEMBRANCE DAY. To receive information and agree village and church activities. To agree ordering of and donation for a wreath.</p> <p>Cllr Dow talked about possible church plans for Remembrance Day however reported their restrictions over numbers. A Parish Council event may be more flexible and allow for greater numbers if risk assessed properly. Guidelines to be explored. It was resolved to purchase a wreath from the RBL and donate £50. Action Cllr Dow, Cllr Cutforth and Clerk</p>	
20/153	ALLOTMENTS	
	153.1	<p>To receive update on allotments and agree any actions necessary.</p> <p>To receive feedback on cutting back of damson bush leaning on fence.</p> <p>Cllr Bates reported that allotments are all ok. Cllr Woodman is arranging to do the work on the tree.</p>
20/154	NEIGHBOURHOOD PLAN To consider a Neighbourhood Plan and resolve action	
	154.1	<p>Cllr O’Grady stated she thought it was important to raise awareness of the need for a plan and it is generally accepted that a Neighbourhood Plan, whilst a lot of work and time, are worthwhile documents to gain more control over the neighbourhood developments in lots of areas. Cllr Sharpe thought it not a good time to begin one and wiser to wait until the elections in May and the Local Government Reorganisation is complete. It was resolved to leave starting it for now but alert the VPWP to scope it and revisit it in May 2021. Action Clerk</p>
20/155	PLANNING COMMITTEE FEEDBACK; the minutes from the planning committee meeting were received and noted and responses below noted with no queries.	
	155.1	20/00687/FUL Alterations to and conversion of existing stone barn into a residential annexe; Re-roofing of a “folly” at 26 High St. Application withdrawn
	155.2	20/00732/FUL s/s rear extension and dormer extension to side elevation at 5 West St Permission granted.

	155.3	20/00250/FUL New front porch, gd floor and first floor rear extension at 7 Westfields. Appeal lodged. Awaiting outcome
	155.4	20/00900/FUL erection of rear extension linking existing outbuilding and house at Barn Cottage, New Road. Deadline 3/9/2020. Awaiting outcome
	155.5	20/00770/FUL s/s garden room (ancillary accommodation to main dwelling) at 20 Westfields. Deadline 3/9/2020. Application refused.
	155.6	20/00986/TCA fell prunus cerasifera due to close proximity of building/foundations, tree roots also growing into drain at 40 Church St. Permission granted
	155.7	20/00988/TCA fell self set sycamore, prune robinia, fell holly tree, prune apple tree at 27 West St deadline 11/9/2020 Permission granted
	155.8	20/01004/TCA raise crown of cedar tree to 3.5m at 21 Church St - Permission granted
	155.9	20/01006/FUL Proposed extensions and internal alterations at 101 Stamford Road, Deadline 2/10/2020. No objections sent
	155.10	20/01047/TCA 2 cherry trees located close to corners of property. Prune to give clearance and raise crown at Walnut Tree Farmhouse. No objections sent
	155.11	20/01085/PND demolition of redundant changing rooms – to note no comment sent from Parish Council and no other consultees. Prior approval given and no further permission required.
	155.12	NEW 20/01159/FUL alterations to and conversion of existing stone barn to residential annex, revised application for 26 High St. Next Planning Committee meeting
20/156	FEEDBACK FROM NCALC AGM/WORKSHOP 3/10/2020 Cllr Cutforth and Clerk attended Cllr Cutforth gave a quick summary of the AGM and workshop. The emphasis was on Health and Well-being and many initiatives are currently centred around this. It was interesting however largely irrelevant to a smaller council without a dedicated doctor's surgery to link a "Community Connector" post to.	
20/157	CLERK REPORT / CORRESPONDENCE / MISC a) To note electricity buying opportunity from Ncalc, see email herewith This was noted and the Clerk agreed to establish a rate comparison to see if savings can be made. Action Clerk b) To note public consultation on proposed changes to local council tax support scheme live from 5th October, see email herewith. This was noted. 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 This was noted however no interest at this current time.	
20/158	ORDERS FOR PAYMENT All payments were resolved 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 PAYE employer payment, deducted from salary £167.54
	158.10	Clerk mileage for September £10.80
	158.11	Vision ICT domain fee £66.20
	158.12	Clerk's salary (cost of living 2.75% plus increments plus home office payable 31/10/2020 - PAYE due + £27 home office plus backpay April – September 2020 £824.03 +£307.62 Minus £167.54
20/159	159.1	Income received was noted as follows; Collection from PO/shop for playing fields, cash paid in 5/10 £150 Donation from Village Amenities Fund for PFIC £100 ½ precept from ENC rec'd 24/9/2020 £16417.50 Receipts
20/160	FEEDBACK FROM STAFFING COMMITTEE To receive notes of meeting and proposed revised clerk payscale rate and payscale point/increment as recommended by the staffing committee, herewith, confidential. Closed session excluding the public for reasons of confidential information being discussed. Clerk left the meeting.	
20/161	SUMMARY OF CLOSED SESSION GIVEN – public to return The Chairman confirmed that the appraisal, objectives and 2.75% national pay increase were noted and the 2 x pay incremental points were agreed by majority vote.	
20/162	DATE OF NEXT MEETINGS It was noted that the next remote meeting is Monday 9th November 2020 at 7pm. Next PFIC meeting 21/10/2020 at 7pm. Next Planning Committee meeting 20/10/2020.	