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# Minutes of the Easton on the Hill Parish Council meeting

Held remotely by Zoom video conferencing on Monday 11<sup>th</sup> January 2021 at 7pm

**Present;** Councillors; A Cutforth (Chairman), K Dow, E Hanson, R Holwell, T Nicol, A O'Grady, J Rawlinson (Vice Chairman), D Sharpe, S Woodman, J Hamilton (see item 202.1)

Clerk: J Rice

Members of the public: 2 (See item 202.1)

<b>21/197</b>	<b>APOLOGIES FOR ABSENCE</b>
	The Clerk reported she had received and accepted apologies from Cllr Bates.
<b>21/198</b>	<b>DECLARATIONS OF INTEREST</b>
	<p><b>To receive all declarations of interest under the Council's Code of Conduct related to business on the agenda.</b></p> <p><b>Reminder to members to update their register if necessary.</b> (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).</p> <p>Dispensation has previously been granted for those Councillors with allotments and it is assumed this continues until after the elections. The Clerk explained she had been unable to get a response as to whether the dispensation continues, so has assumed it does, however reminded Councillors if they feel they should declare a pecuniary interest in an item relating to the allotments, they should still do so.</p> <p>The Chairman also reminded everyone that if anyone needs to update their register, they should do so via the Clerk.</p>
<b>21/199</b>	<b>PUBLIC PARTICIPATION</b>
	<p><b>Arrangements were made for the public to join the meeting remotely or join by telephone call if they wish. A max of 15 minutes was permitted for members of the public to address the meeting remotely on any item on the agenda.</b></p> <p>There were no questions from the public.</p>
<b>21/200</b>	<b>MINUTES OF THE LAST MEETING (previously circulated)</b>
	<p>The minutes of the meeting held on Monday 14<sup>th</sup> December 2020, circulated, were agreed as a true record.</p> <p>Action Clerk</p>
<b>21/201</b>	<b>MATTERS ARISING from previous meeting.</b>
	It was confirmed that a new spring and post are being fitted to the gate at The Close play area.
<b>21/202</b>	<b>RECRUITMENT, GOVERNANCE AND FINANCE</b>
	<p><b>202.1</b></p> <p><b>To receive co-option form and statement/CV (herewith) for the councillor vacancy and resolve whether to appoint in line with the co-option policy. Applicant to sign acceptance, if relevant, to join the meeting.</b></p> <p>The Chairman assumed that all had read the form and the candidate was put in the Zoom waiting room. The Councillors discussed the application and the Clerk advised on what basis a candidate can not be appointed if there is no competition. It was unanimously agreed to co-opt James Hamilton to the vacant Councillor position. He was brought back to the meeting and told. He signed the declaration of acceptance on video and subsequently joined the meeting as a Councillor.</p> <p>Action Clerk to send relevant forms etc.</p>
	<p><b>202.2</b></p> <p><b>To receive and note internal financial control check feedback for December, Cllr Holwell.</b></p> <p>Cllr Holwell confirmed that 2/3 checks had been done with no issues and the other was in hand with the Clerk. Action Cllr Holwell to complete form on receipt of all paperwork.</p>
	<p><b>202.3</b></p> <p><b>To receive and note/discuss finance report to the end of December, herewith, and note precept form/submission.</b></p> <p>Councillors received and noted finance report. Cllr O'Grady queried the audit payment over budget and the Clerk will look into it as it was back in August. The Clerk confirmed the precept form is in hand.</p> <p>Action Clerk</p>
	<p><b>202.4</b></p> <p><b>To receive and resolve to agree revised Standing Orders (SOs) following new issue from NALC, to follow.</b></p>

Signed by Chairman Councillor Anne Cutforth\_\_\_\_\_ -

		Councillors received and discussed the revised SOs. Some new sections were agreed and subject to these being inserted, the SOs were adopted. <b>Action Clerk</b>
	<b>202.5</b>	<b>To receive feedback from Cllr Dow on combined policies for communications, code of conduct and social media, in conjunction with list of recommended policies from NCALC. Agree action.</b> Cllr Dow had circulated some issues he saw with the current isolated policies that have evolved over time. It was agreed to set up a working party to review each separate policy to possibly merge them into one streamlined communications policy, taking into account the model NALC code of conduct. <b>Action Cllrs</b> Hanson, Nicol, Cutforth and Dow to form WP.
	<b>202.6</b>	<b>To receive draft protocol on councillors meeting informally with developers and agree to adopt, previously circulated.</b> There was a majority vote to accept the protocol.
	<b>202.7</b>	<b>To agree attendance at briefings for risk assessments and election planning, dates circulated.</b> It was agreed that the Clerk will attend the Election Planning and possibly the Chairman the Risk Assessment one. <b>Action Clerk</b> to book
<b>21/203</b>	<b>PLAYING FIELD IMPROVEMENT COMMITTEE (PFIC) AND GENERAL PF AND CRICKET CLUB ISSUES</b>	
	<b>203.1</b>	<b>To receive feedback on the works starting at the playing fields and a general update from the PFIC, if any. (Meeting date not until 26<sup>th</sup> January 2021).</b> Cllr Woodman reported a delay with the new car park grid system order due to Covid19 and no confirmed new date to start. No further update to report.
	<b>203.2</b>	<b>To note financial regulation 14.3 applies to leasing of Parish Council owned land and resolve action. Report herewith. Resolve consultation with electorate on providing lease or an alternative.</b> Councillors received and noted the report. There was a debate as to whether there was a signed agreement already in place and this was thought to be a loose arrangement with terms and conditions of use but no signed agreement currently in place. Ts and Cs were previously agreed with the Playing Field Association, now defunct. Consultation methods were discussed and notice boards, facebook page, WOTH, PFIC/letter all considered appropriate to cover all people. The Clerk confirmed that the consultation feedback is part of the business case whether to lease the land, to be agreed by full council. It is not to debate the terms of a lease. It was agreed that material will be prepared as discussed. <b>Action Clerk</b> to prepare, Cllr Dow as Chairman of the PFIC and D Davenport as doing communication from PFIC to input.
	<b>203.3</b>	<b>To discuss new fence at cricket club and agree possibility of extension plus netting, quote received for information at this stage.</b> Councillors discussed the merits of extending the fence and a vote was taken on whether to proceed. A majority agreed it should be done and further quotes will be obtained and agreed at the next meeting. <b>Action Clerk/Cllr Woodman</b>
	<b>203.4</b>	To receive complaint regarding amount of dog poo on field and resolve any action. A resident has complained about the amount, preventing playing of football over xmas period. A message has been put on Facebook but a further discussion took place on other actions possible; banning dogs, more signage, challenging dog walkers and it was agreed that it will still be an ongoing issue. It was further agreed to defer it and that the PFIC will look at new signage as part of the overall project. <b>Action PFIC/Clerk</b>
<b>21/204</b>	<b>REPORTS FROM REPRESENTATIVES</b>	
	<b>204.1</b>	<b>Trees and Greens Working Party;</b> Cllrs Bates, Holwell, Cutforth and Nicol a) To receive update on tree survey requested and agree expenditure. The Clerk stated she had not yet requested this but will action asap. <b>Action Clerk</b>
	<b>204.2</b>	<b>Checkers reports/village maintenance</b> a) <b>To receive checker report for December (Cllr Holwell) and agree any actions necessary.</b> Cllr Holwell has performed the checks and reported all ok. b) <b>To receive request to join Connect System for defibrillator and information needed (herewith)</b> The Clerk explained a new system to connect all defibrillators needs this information. It will be sent to the Village Hall and CIPS too. <b>Action Clerk</b>
	<b>204.3</b>	<b>Village Hall. (Cllr Woodman) To receive and note any update.</b> There was no update available.
	<b>204.4</b>	<b>Vehicle Activation Devices, Cllr Nicol and Cllr Rawlinson and Traffic Working Group (plus Cllr Sharpe) To receive and note any update, including one unit not working temporarily.</b>

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		Councillors received a report from Cllr Rawlinson that two units are not working now due to separate charging issues. Cllr Rawlinson is changing a charge controller to see if it then works. Batteries are expensive (£500) and solar panel units are probably better. It was voted against buying new batteries for now. The TWG will investigate other options and cost up for the next meeting. Cllr O'Grady mentioned that moving the MVAS would be beneficial, however there was neither time to discuss this new item nor make a decision – this will be carried forward. <b>Action TWG/Clerk</b>
	<b>204.5</b>	<b>Police Liaison Representative (PLR)</b> <b>To appoint a Police Liaison Representative to act as a single point of contact with Northamptonshire Police (Cllr, Officer or MOP) As per update from NCALC 11/12/20 circulated.</b> It was agreed that Cllr Sharpe is the natural point of contact.
<b>21/205</b>	<b>VILLAGE FOOTPATHS</b> <b>To receive feedback from Cllr Woodman after investigations into a village “green wheel” of footpaths/RoW</b> Cllr Woodman updated the meeting that he is progressing this with farmers involved.	
<b>21/206</b>	<b>LOCKDOWN HELP ON THE HILL</b> <b>To discuss response to lockdown and tier 4 restrictions and resolve any further action or help from the Parish Council.</b> Cllr Nicol reported that the Help on the Hill is still operating and a low level of requests are still coming in, despite higher numbers of cases. It was felt that no further action is necessary. Any helpful communications from District/County Council are shared.	
<b>21/207</b>	<b>ALLOTMENTS</b>	
	<b>207.1</b>	<b>To receive update from Allotment Manager on allotments and agree any actions necessary.</b> There was no update available.
<b>21/208</b>	<b>PLANNING</b>	<b>APPLICATIONS, MINUTES FROM PLANNING COMMITTEE MEETING ON 15<sup>TH</sup> DECEMBER 2020, HERewith, AND RESPONSES, PLUS NEW APPLICATIONS WERE ALL RECEIVED AND NOTED.</b>
	<b>208.1</b>	20/01226/FUL proposed erection of 5 new detached dwellings with associated private drive and hard and soft landscaping at 37 West St. Agreed response from PC sent and decision awaited.
	<b>208.2</b>	20/01491/FUL addition of garden room at 58 High St. No objections sent. Decision awaited. 20/01195/LBC application withdrawn as not applicable - at same address.
	<b>208.3</b>	20/01426/VAR to install a full height partition on the outside face of existing wall/timber doors. No objections sent.
	<b>208.4</b>	20/01477/TCA 2 elder trees to remove at 5 The Lane. No objections sent.
	<b>208.5</b>	20/01501/TCA to reduce upper crown of cherry tree at Old Barn Cottage. No objections sent.
	<b>208.6</b>	20/01456/FUL first floor extension over existing flat roofed garage for extra bedroom plus other alterations at 25 Western Ave. No objections sent.
	<b>208.7</b>	20/01634 and 35/FUL/LBC erection of single storey annexe to side of existing garage at 34 Stamford Road. <i>Response to be decided.</i> Extension to deadline requested. Deadline 14/1/21. Extension to deadline to be chased and if a problem, an extraordinary Planning Committee meeting will be held.
	<b>208.8</b>	20/00184/FUL conversion of existing workshop into annexe accommodation, including alterations to roof at 5 The Lane. Amended description, previously consulted. Deadline 11/1/21 (Previous application said demolition of existing workshop and erection of S/S annexe and no objections sent.)
	<b>208.9</b>	20/01439/TCA remove beech tree at Manor Barn, West St. No objections sent, permission granted.
	<b>208.10</b>	<b>Enforcement issue re trees in verge at Western Ave. To note communication from resident and resolve any further action.</b> The Clerk confirmed that this is an enforcement issue being dealt with between a resident and the Northamptonshire Council. A complaint from the resident about its handling has been responded to.
<b>21/209</b>	<b>CLERK REPORT / CORRESPONDENCE / MISC. Councillors received and noted the following;</b> a) Feedback from briefing on new councils attended by and feedback given by the Clerk b) Dates of briefing for Councillors from Northants Police, Fire and Crime Commissioner, herewith. To be sent to Cllr Sharpe. c) Useful guide on Local Gov Reorg and new Unitary Council for North Northamptonshire, herewith d) Information on changes to waste recycling centres, herewith	
<b>21/210</b>	<b>ORDERS FOR PAYMENT</b>	
	<b>The following payments were agreed to be made:</b>	
	<b>210.1</b>	Re-imburse J Rice for stationery, files etc £16.96
	<b>210.2</b>	Postage stamps and post to Cllr £5.71

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	<b>210.3</b>	Zoom subs share reimburse clerk	£7.99
	<b>210.4</b>	Ink subs share reimburse clerk	£10
	<b>210.5</b>	HMRC employer payment, deducted from salary. Amount not paid as HMRC credit sent.	£27.79 not paid
	<b>210.6</b>	Clerk mileage for December	£nil
	<b>210.7</b>	Clerk's salary £797.03 plus £27 home office less HMRC, payable 31/1/2021	£824.03
		SSE Electric bill received 7/1/21 but agreed as contracted	£135.37
<b>21/211</b>	<b>RECEIPTS</b>	<b>To note income received;</b>	<b>Receipts</b> None
<b>21/212</b>	<b>DATE OF NEXT MEETINGS</b> The date of the next (remote) meeting was noted as Monday 8 <sup>th</sup> February 2021 at 7pm. Next Planning Committee meeting 21/1/2021. Next PFIC meeting 26/1/2021 at 7pm. See website for details.		
<b>21/213</b>	<b>DATES OF MEETINGS FOR YEAR, INCLUDING ANNUAL PARISH MEETING (BETWEEN 1<sup>st</sup> MARCH AND 1<sup>st</sup> JUNE) AND ANNUAL COUNCIL MEETING (IN MAY 14 DAYS AFTER ELECTION)</b> To set provisional dates. A provisional date of 21/4/21 was set for the Parish Meeting (Zoom) and the Annual Council meeting date was set for 10 <sup>th</sup> May 2021.		

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