

Minutes of the Easton on the Hill Parish Council meeting

Held remotely by Zoom video conferencing on Monday 12th April 2021 at 7pm

Present; Councillors; P Bates, K Dow, J Hamilton, R Holwell, T Nicol, A O’Grady (arrived at 8pm, item 7.5), J Rawlinson (Chairman), D Sharpe, S Woodman (left at 8.30pm, item 7.6)

Clerk: J Rice

Members of the public: 3 plus 2 representatives from Wittering Football Club and one temporary attendee who left abruptly.

There was a minute’s silence out of respect for the death of HRH Prince Philip, Duke of Edinburgh.

There was a discussion about holding the meeting in these circumstances and, due to the short notice and conflicting advice, agreed to go ahead.

21/1	APOLOGIES FOR ABSENCE
	To receive and note apologies sent to the Clerk. The Clerk received and accepted apologies from Cllr Hanson and Cllr O’Grady who will arrive late.
21/2	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 previously been granted for those Councillors with allotments (except for financial decisions) and it is assumed this continues until after the elections. There were no declarations of interest made.
21/3	PUBLIC PARTICIPATION
	Arrangements were made for the public to join the meeting remotely or join by telephone call if they wish. 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 A max of 15 minutes was permitted for members of the public to address the meeting remotely on any item on the agenda. The Chairman reminded the public of the Public Speaking at Council and Committee Meetings policy. One member of the public mentioned the trees planted without permission in the verge in Western Ave and they will also send a summary of the issue to the Chairman. It was confirmed that it is now in the hands of the Highways Dept. Another 2 members of the public expressed their thanks to Cllr Nicol for attracting new candidates, as best practice, for the Parish Councillor positions in the forthcoming election and for everyone’s help in the church on Saturday. It was agreed that Mr Russ Pye from Wittering FC could wait for the relevant item and speak then.
21/4	MINUTES OF THE LAST MEETING (previously circulated)
	To confirm as correct the record of the minutes of the meeting held on Monday 8th March 2021, previously circulated. The minutes were accepted as a true record and will be duly signed by the Chairman. Action Clerk/Chairman
21/5	MATTERS ARISING from previous meeting. It was confirmed that new dog poo posters are in place to try to address the recent increase in discarded poo/bags. The Clerk confirmed that the two new bank signatories are all set up.
21/6	GOVERNANCE AND FINANCE
6.1	To receive and note internal financial control check feedback from Cllr Woodman Cllr Woodman confirmed that he had performed checks and all was fine and the forms will be sent to the Clerk. Action Cllr Woodman
6.2	To receive and note/discuss and agree finance report to the end of the year, including AGAR bank reconciliation and accounting statement - herewith. Councillors received and noted the reports from the Clerk with no questions.
6.3	To note numbers of Parish Councillors nominated and election/appointment process. The Clerk confirmed there is to be contested election for Parish Councillors – the list of candidates has been circulated and displayed on the board and website. Councillors should encourage the public/electorate to vote on the 6 th May 2021 and do what they felt necessary to get known. Any protocols in this regard and for future meetings will be checked and communicated. Action Clerk
6.4	To note training available and agree bookings, circulated previously, including on face to face meetings. It was decided that as it is now known there is to be an election, any training will be booked after the new councillors are in place. Action Clerk to C/F

6.5	To note Government changes to remote meetings and the possible switch to face to face/combined meetings. Discuss and resolve any technical and attendance issues. The Clerk re-iterated that the legislation that allows remote meetings ends on 6 th May 2021 however a High Ct challenge is due to be decided on 26/4/21 that may allow their continuation. In view of this, no decision regarding venue for the May meeting will be made until after then.
6.6	To agree appointment of internal auditor from NCALC to conduct the audit and complete their section. The Clerk confirmed that the NCALC Internal Auditor is able to do the audit again and it was resolved to appoint them. Action Clerk
6.7	To note update on revised Communications policy in light of revised Code of Conduct due. The Clerk confirmed that a revised Code of Conduct is due to be released soon and it is best to wait until this is received before combining any existing policies containing behaviour and communication standards.
6.8	To receive update on and note guests at Annual Parish Meeting and resolve any further action necessary. The Clerk confirmed that some village groups, the Ward Councillor and PCSO have confirmed attendance at the Parish Meeting. It was then decided to postpone the meeting until 28 th April to allow for an adequate notice period based on the advice from NCALC. Reports will be required from the Council Chairman and Committee Chairmen and reports/updates from village groups. Action Clerk
6.9	To note that Came and Co required information for changes to equipment/assets to insure plus information on fete, zip wire before renewal sent. It was noted that the Clerk has sent the requested information/changes on which the policy renewal will be based.
6.10	To review Council's annual risk assessment, herewith The revised risk assessment was reviewed and agreed.
21/7	PLAYING FIELD IMPROVEMENT COMMITTEE (PFIC) AND GENERAL PF AND CRICKET CLUB ISSUES
7.1	To receive latest PFIC minutes and update report from the Chairman and Clerk, herewith, including information on a fete and request for permission to use the field. The latest minutes were received and noted. The Chairman of the PFIC gave an update on the improvements to date. A request for permission to use the playing field for an Open Day within the relevant Covid safety on 3 rd /4 th July 2021 was allowed.
7.2	To note and agree payment of invoices from grant and future schedule, including new invoice for £105. The Clerk explained the grant had nearly all been claimed now, bar £1667 payable on completion of the project and final invoice from Playdale. The £105 extra for hire of a skip is covered by the fundraising total and was agreed.
7.3	To note request from PFIC to pay for fencing materials to complete the fence at time of equipment install and resolve to agree. The PFIC has obtained a quote for supply of materials (labour will be provided free) for fencing round the play park to be done at the time of the install. The quote of £1600 plus vat is covered by fundraising donations and was agreed. Action Cllr Woodman and K Cox
7.4	To receive and note provisional lease of land to the Cricket Club and resolve any issues, herewith. The latest draft was received and noted with no concerns. The Clerk confirmed the solicitor is working on names to be included in the lease and also there has been a query regarding using the wording "boundary road" as Ketton Drift is still actually classified as a bridleway. The Clerk will inform the solicitor. Action Clerk
7.5	To note formal proposal received regarding use of the playing field by Wittering Harriers, herewith, and Macca Sports and resolve to agree use and outline terms of hire for an agreement. The proposal document and answered questions from Wittering FC (WFC) were received and noted. It was confirmed that the 2 clubs would be there at different times and would not compromise each other's use of the field. There was a concern raised over the amount of traffic that might be generated given previous complaints of them using the bridleway. WFC said it will encourage car sharing and use of the pub car park where possible. It was confirmed that the Cricket Club are very supportive of the venture and hopes to bring more youths to both sports. It was suggested that arrangements could be trialled for one season. Cllr O'Grady arrived at this point. She raised whether the playing field needed to apply for a change of use and Councillor Rawlinson stated not. She also queried whether the cricket club would charge for

		<p>the field and it was confirmed that the Parish Council would charge a hire rate, to be agreed, and the cricket club would share the cost of the electricity and pavilion.</p> <p>A proposal to vote in principle to support the hiring out of the playing field was taken and a majority voted in favour. It was thought best to arrange a sub group from the new council after the May meeting to liaise with the clubs and put forward a hire policy. In order to support use of the field for the May holiday by Macca Sports, it was proposed that this week be agreed now at a rate of £40 per day and a majority voted in favour. Action Clerk to confirm</p>
	7.6	<p>To receive and note update on bridleway resurfacing or repair and agree costs if appropriate.</p> <p>Cllr Sharpe confirmed PGR can resurface the stretch from first field to playing field and they are providing a price. Russ Pye from WFC stated that he could provide this service free of charge and will obtain Highways' permission.</p> <p>It was decided at this point that the entrance needs to be temporarily blocked off to avoid cars messing the car park up whilst it settles and grass starts to grow. Action Cllr Holwell</p> <p>Cllr Woodman left the meeting, 8.30pm</p>
	7.7	<p>To receive and note report re graffiti and action taken by the police.</p> <p>The Clerk confirmed that the incident was followed by the police and action taken in light of other, similar incidents in the area. The PCSO periodically checks the playing fields.</p>
	7.8	<p>To review guidance on opening playgrounds and risk assessments currently in place.</p> <p>The Clerk confirmed that guidance had been issued on the recent re-opening of outdoor gyms etc and that the current risk assessment is still valid however maybe a new sign is needed for the play area. She will liaise with Cllr Woodman. Action Clerk</p>
21/8	REPORTS FROM REPRESENTATIVES	
	8.1	<p>Trees and Greens Working Party; Cllrs Bates, Holwell, Cutforth and Nicol</p> <p>a) To receive and note update. No update.</p>
	8.2	<p>Checkers reports/village maintenance</p> <p>a) To receive checker report (including gym equipment) for March (Cllr Woodman) and agree any actions necessary. Cllr Hanson is checker for April. Action Cllr Hanson</p> <p>Cllr Woodman had not reported any issues from the checks.</p> <p>b) To note bus shelter roof needs tiles replacing.</p> <p>Cllr Nicol reported he had salvaged some tiles and will fix it in due course. Action Cllr Nicol</p>
	8.3	<p>Village Hall. (Cllr Woodman) To receive and note update, to follow, plus formal thanks from Parish Council for donation to PFIC funds.</p> <p>The Clerk said there was no new update at present as there had been little activity recently but the new committee were responding to the survey.</p>
	8.4	<p>Vehicle Activation Devices, Cllr Nicol and Cllr Rawlinson and Traffic Working Group (plus Cllr Sharpe) To receive update. The solar panels are work in progress. TWG - No new updates.</p>
	8.5	<p>Joint Action Group/Police Liaison Representative (PLR)</p> <p>To receive latest report from group activity, circulated. Cllr Sharpe commented there had been no information and that the PLR might have been better appointed after the election.</p>
21/9	VILLAGE CLOCK	
	<p>To note progress with action required to fix the clock and agree payment.</p> <p>Cllr Bates reported that due to the clock not chiming, she has obtained a quote from the clock company to fix it of £815 plus the cost of a cherry picker for £140. It was agreed that it needs doing as it is a village asset and there has been no problems for 20 years. It was agreed to ask the Village Hall to contribute to the cost and Cllr Bates will arrange the repair. Action Cllr Bates</p>	
21/10	ALLOTMENTS	
	10.1	<p>To receive update on payments/tenants</p> <p>Cllr Bates reported that all allotments are rented and payments have all been made. Some agreements need to be signed and submitted. The hedges have been cut thanks to the farmer. Action Cllr Bates</p>
21/11	PLANNING	
	11.1	<p>To note minutes from Planning Committee meeting on 16th March 2021, herewith, and responses.</p> <p>The minutes were received and noted.</p>
	11.2	<p>To receive update on the trees planted in the Highways' verge without permission at the start of Western Ave.</p> <p>The Clerk confirmed that this was in the hands of the Highways Dept and she was being updated on progress due to resident complaints.</p>
	11.3	<p>To note Parish Online subscription opportunity and discount offer of 20% off and resolve if useful and agree payment.</p>

		The Clerk explained the opportunity to subscribe to a mapping service for all maps to be in one place and available for works including projects, assets, legal document etc. It was decided that this was an unnecessary expense at this time.	
21/12	NOTICE BOARD	To note new notice board in the bus shelter needs person who can put up agendas and minutes in future and hold the keys. Thanks to Cllr Rawlinson for doing it up to now. This was noted and now there is an election, a Councillor will be chosen when the new council is in place.	
21/13	CLERK REPORT / CORRESPONDENCE / MISC	To receive and note emails, herewith, for information: LGR invoicing arrangements, membership of CPRE. These were received and noted.	
21/14	ORDERS FOR PAYMENT	Payments to be made as follows were agreed; In addition a £10 PFIC cash donation was received via Cllr Dow.	
	14.1	Andrew Hinch Contractors for car park and demolition paid from grant, plus £105 for skip	£19176 paid 31/3 £105 skip to pay £2716.80 fence invoice.
	14.2	Playdale for deposit for equipment, paid	£12507.84 paid
	14.3	Defib pads as agreed – paid	£147.60 paid 23/3
	14.4	New fencing materials	tba
	14.5	Ncalc subs and auditor fee	£729.95
	14.6	Emptying of bins, ENC	£65.48
	14.7	Zoom subs share reimburse clerk	£7.99
	14.8	Postage Clerk planning papers	£3.12
	14.9	P Bates reimburse for weedkiller – allotments	£15
	14.10	Ink subs share reimburse Clerk.	£12.49
	14.11	Village clock repair £815 plus vat plus cherry picker £140	£1118
	14.12	HMRC employer payment, deducted from salary, tbc after tax code change	£15.74
	14.13	Clerk mileage for March 2021	£5.40
	14.14	Clerk's salary £813.02 plus £27 home office less HMRC £4.92, payable 30/4/2021	£835.10
	14.15	Vision ICT hosting 2 accounts June to May 22	£43.20 tbc
	14.16	SSE Electric contract payment	£123.85
21/15	RECEIPTS	To note income received; (VAT reclaim received in November.) Donations from K Cox and direct to bank account for PFIC project £1049.53 and £400 Allotment rent direct £76.13 and Augean grants £11140 and £18735 Allotment rent cash to be paid in £65.65 and cheques £15.75 received 6/4/21 £10 cash donation PFIC	Receipts £31400.66 March £30 Donation & Allot £81.40 April £10
21/16	DATE OF NEXT MEETINGS	It was noted that the date of the Annual Parish meeting is now Wednesday 28th April 2021 at 7pm. Clerk to send details. Next PFIC meeting 29 th April at 7.30pm . Next Planning Committee meeting 27 th April 2021 at 7pm. See website for details. Next Council meeting is the Annual Council meeting on 17 th May 2021 and is the first meeting of the newly elected Council and election of Chairman. This is possibly by Zoom or possibly in the Village Hall – to be confirmed end of April following legislation challenge.	