

Minutes of the Easton on the Hill Annual Parish Council meeting

Held at Easton Village Hall at 7pm on Monday 17th May 2021

Present; Councillors; P Bates, S Cherry, K Dow, C Green, J Hamilton, R Holwell, I Lawson, C Mountain, T Nicol, J Watson and S Woodman. Mr J Rawlinson was present for item 17 then left the meeting.

Clerk: J Rice

Members of the public: One. D Davenport attended remotely from 7.15pm until item 26.6

Newly elected Councillors signed their Declaration of Acceptances before the meeting.

21/17	TO ELECT A CHAIRMAN
	<p>Outgoing Chairman to take nominations and votes to resolve a new Chairman. In the event of a tie in votes, the outgoing Chairman has a casting vote. Once appointed, the new Chairman to sign the Declaration of Acceptance and chair this meeting.</p> <p>J Rawlinson asked for nominations and there was only one. Cllr Nicol was nominated as Chairman and there was a unanimous vote in favour. Cllr Nicol was duly elected as Chairman with immediate effect and signed the Declaration of Acceptance.</p> <p>Cllr Nicol thanked Mr J Rawlinson, who then left the meeting, and the other Councillors who had recently retired. Cllr Nicol also explained briefly the role of Chairman and of the Council, their powers and statutes and the need to work together as a body, governed by the Standing Orders, Financial Regulations and Code of Conduct.</p>
21/18	TO ELECT A VICE CHAIRMAN
	<p>Cllr Nicol asked for nominations and there was only one. Cllr Dow was nominated and there was a unanimous vote in favour of electing Cllr Dow to Vice-Chairman.</p>
21/19	DECLARATIONS OF INTEREST
	<p>To receive all declarations of interest under the Council's Code of Conduct related to business on the agenda. Reminder to members to complete their register. (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>There were no declarations of interest made.</p>
21/20	APOLOGIES FOR ABSENCE. To receive apologies sent to the Clerk and if accepted.
	<p>There were no apologies, all councillors were present.</p>
21/21	PUBLIC PARTICIPATION
	<p>Arrangements were made for the public to join the meeting in person if there was room, remotely or join by telephone call if they wish. Even though legislation allowing Councillors to attend remotely had ended, there are still Covid-19 restrictions in place for people meeting face to face inside. If applicable, a max of 15 minutes was permitted for members of the public to address the meeting on any item on the agenda.</p> <p>There were no members of the public present in person. D Davenport was observing remotely. She confirmed that she is happy to continue as part of the Village Plan Working Party.</p>
21/22	MINUTES OF THE LAST MEETING (previously circulated)
	<p>To confirm as correct the record of the minutes of the meeting held on Monday 12th April 2021 and the Extraordinary meeting on 28th April 2021, previously circulated.</p> <p>Both sets of minutes were agreed as a true record and signed by the Chairman.</p>
21/23	MATTERS ARISING from previous meeting. There were no matters arising.
21/24	GOVERNANCE AND FINANCE
	<p>24.1</p> <p>To ensure all Councillors sign a Declaration of Acceptance and complete Members' Interests form within 28 days. Plus consent to receive communication by email and GDPR compliance - copies to be provided.</p> <p>Councillors all signed a declaration of acceptance before the meeting and other forms were signed then or taken away to be completed, signed and returned. Action All Councillors</p>
	<p>24.2</p> <p>To review and agree all committees' and working group's members, herewith</p> <p>All committee and group members were resolved. The JAG/Police Liaison Representative is not filled and will be carried over if necessary – a volunteer each time will be found initially. D Sharpe to continue as a non- Councillor Traffic Group member and ENRMF representative. Action Clerk to confirm.</p>

Signed by the Chairman _____

	24.3	To review committees' terms of reference and resolve any changes, herewith The Terms of References were accepted as they are and any changes recommended by each committee or group to be brought back to full Council. Action Clerk/Cllrs
	24.4	To review Financial Regulations, herewith, and resolve to adopt These were reviewed and adopted. Action Clerk to update website
	24.5	To review Standing Orders, herewith, and resolve to adopt. These were reviewed and adopted. Action Clerk to update website.
	24.6	To review finance internal control checkers. It was resolved to appoint Cllr Cherry as one financial checker who is not a bank signatory.
	24.7	To review monthly/weekly asset checkers – form altered, herewith It was resolved to keep a rota for these checks, including the gym equipment. Action Clerk to do a new rota
	24.8	To agree notice board controller for minutes, agendas etc It was agreed that Cllr Mountain will put up agendas and notices and arrangements will be made to get the keys. Action Clerk/J Rawlinson/Cllr Mountain
	24.9	To agree bookings for training for new Councillors and Chairmen, dates circulated Training dates were suggested and will be booked up. Action Clerk/new Cllrs/Chairman
	24.10	To review Council's annual risk assessment, herewith This was reviewed and approved and the website will be updated. Action Clerk
	24.11	To resolve a new bank signatory Councillor. It was agreed that Cllr Dow will be a new bank signatory so that there are now 3. Action Clerk/ Cllr Dow
	24.12	To receive internal audit report and resolve any actions. The audit report was received and noted. A discrepancy between financial regulations and standing orders is now resolved and no further action necessary.
	24.13	To review AGAR Governance Statements and Chairman and Clerk to sign the form The governance statements were read out and approved and duly signed.
	24.14	To review AGAR Accounting Statements and Chairman to sign the form. The accounting statements were approved and duly signed.
	24.15	To agree dates for public to exercise rights to inspect accounts and forms to be submitted to external auditor as required. Dates were agreed as 14/6/21 to 23/7/21 and all relevant forms will be submitted to the auditor and information displayed on the website and notice board as required. Action Clerk
	24.16	To receive and review renewal notice for Came and Co insurance and resolve action The proposal was reviewed and it was agreed that the Clerk will ask for a review to reduce the premium but if not agreed, the 3 year deal of £1104 pa will be accepted. Action Clerk
	24.17	To receive finance report for month and resolve any queries, herewith. Councillors received year to date figures and there were no queries.
	24.18	To receive information on opportunity to have Council General Power of Competence (GPOC) and resolve action. The Clerk explained the criteria and benefits of GPOC and it was resolved that the Council now meets the criteria and as such agreed to adopt the right to have GPOC. This means the Council does not need to have a specific power to act, as long as it acts within the law/guidance.
21/25	PLAYING FIELD IMPROVEMENT COMMITTEE (PFIC) AND GENERAL PF AND CRICKET CLUB ISSUES	
	25.1	To receive latest PFIC minutes and verbal update report from the Chairman and Clerk, including fundraising to date, latest grant application and family fun day. Cllr Dow updated the Council on the latest Augean application being submitted and a decision is due early August. He explained his continued ongoing research into charity status in order to attract more funding opportunities. He thanked the people involved in the works at the playing field, namely K Cox, S Greaves and Cllr Woodman and urged Councillors to visit and see the progress. A letter of thanks will be sent. The family day was confirmed as 4th July and there is an organising working party set up from the PFIC. Cllr Woodman asked if the old roller can be taken for scrap and this was agreed. Action Clerk/Cllr Woodman
	25.2	To note and agree payment of invoices and ongoing emptying costs for signage/bins.

Signed by the Chairman _____

		The Clerk explained the remainder of the Playdale invoice to be paid from the grant is due and the final claim from Augean can be made after the completion report. There was a discussion about new signs and bins being needed now the play area is due to be opened and a further amount up to £500 was agreed to be spent as required. Action PFIC/Clerk to order
	25.3	To receive and note final lease of land to the Cricket Club to be registered with the Land Registry, herewith. There were concerns raised about 2 parts of the lease (in particular that a cricket club member is a liaison representative with the Parish Council and not a Parish Councillor as stated) and these will be sorted before the final lease is submitted. Action Clerk
	25.4	To receive update regarding use of the playing field by Macca Sports in May half-term and resolve to agree a working party to look at hire agreement for Wittering Premier football club. The Clerk had circulated a draft hire agreement. It was agreed that Cllr Dow and Cllr Hamilton review this with the Clerk and agree it with Macca ahead of May half-term. Further hire arrangements and the agreement with Wittering to be confirmed at a later date. Action Clerk/Cllrs Dow and Hamilton
	25.5	To receive notification that a ROSPA play equipment inspection is booked for June and resolve Cllr to accompany. An arrangement had to be made for a post installation equipment inspection to be carried out and this was combined with the annual ROSPA inspection and carried out already. The report showed no urgent concerns and arrangements will be made by the PFIC to address any issues. Action PFIC
	25.6	To receive and note notification of offer of grass cutting the PF and resolve response. K Cox had supplied information of a MOP who was willing to cut the grass at the playing field free of charge. There were some concerns raised over insurance, the effect on the current contract in place and reliability. A formal proposal will be requested and the concerns will be investigated before a decision can be made. Action Clerk
21/26	REPORTS FROM REPRESENTATIVES	
	26.1	Trees and Greens Working Party a) To note new committee members and resolve action. Cllr Nicol explained the recent work of the working party and it was resolved that a further quote for tree felling be reviewed and a decision made, possibly after the summer survey due. Action TAGWP
	26.2	Checkers reports/village maintenance a) To receive checker report (including gym equipment) for April, herewith, and note actions needed of cleaning, shelter burn, bird spikes and agree who. Agree checker for May, currently Cllr Holwell. The recent check was reviewed and actions agreed. Cllr Woodman will look at cable ties for equipment and cleaning is included in checker requirements. Cllr Nicol explained the system for reporting maintenance issues easily online via "Street Doctor", for residents and Councillors alike. The May checker was agreed as Cllr Cherry. Action Cllr Cherry.
	26.3	Village Hall. To receive and note update, including consultation on alcohol licence. Councillors received latest update, circulated. The Council had submitted no objections to the application for an on site sale of alcohol licence at the recent Extraordinary meeting.
	26.4	Vehicle Activation Devices and Traffic Working Group. To note new members and resolve any action. It was reported that 2 of the devices are solar and working now. The one at the top of Porters Lane will be reported as not working. Action Clerk
	26.5	Joint Action Group/Police Liaison Representative (PLR) To receive latest report from group activity, herewith, and appoint PLR if needed. The latest minutes were received and noted. The appointment of a Police Liaison Representative will be carried forward and a volunteer to attend the next JAG meetings will be found.
	26.6	Village Plan Working Party To resolve a way forward, considering a village needs survey and Parish Council action plan It was resolved that with the new Councillors now appointed and the PFIC in place, the VPWP will meet soon, another open evening will be organised and the plan revisited. Action Cllrs Woodman and Green and D Davenport.
21/27	FREEDOM LEISURE ACTIVITY CAMPS – to receive details and resolve venue if possible It was confirmed by the Clerk that the camps that were held 2 years ago in the summer cannot be held at the old school site again due to the building work. The organisers are in consultation with the Village Hall about holding the activities there instead.	

Signed by the Chairman _____

21/28	ALLOTMENTS		
		To receive update from Allotment Manager. It was reported that all plots are good and all are taken.	
21/29	PLANNING		
	29.1	To note minutes from Planning Committee meeting on 28 th April 2021, herewith, and responses. The minutes of the last meeting were received and noted. New applications are included in the next agenda for the new planning committee.	
21/30	CLERK CORRESPONDENCE /INFORMATION TO NOTE: a) CLOCK DONATION FROM VILLAGE HALL AND QUOTE TO REPAIR CLOCK FACE. It was noted that a quote to repaint the clock at the same time as the repair is £3410 plus vat and too much money for the Parish Council. The Village Hall Committee agreed to pay £250 towards the cost of the repair and the PC expressed their thanks. The possibility of a grant to repaint it will be investigated and the repair is authorised to go ahead. Action Cllr Woodman/Cllr Bates b) CLERK INCREMENTAL POINT DUE WEF 1ST APRIL. STAFFING COMMITTEE MEETING DUE/TBA The Clerk confirmed that an increment rise on the anniversary of appointment is due subject to performance and the new staffing committee will need to meet to discuss and agree, perhaps waiting to see if cost of living increase agreed nationally. Action Cllrs Bates, Watson, Nicol and Cherry		
21/31	ORDERS FOR PAYMENT		
	The following payments were agreed to be made as follows; Action Clerk to pay		
	31.1	To note Clerk has paid employer NI contributions in error and resolve to reimburse payments made in last year totalling £112.09 for 20/21 – see attached	£112.09 tbc
	31.2	Playdale remainder of payment due	£10423 plus vat tbc
	31.3	Insurance premium	tbc
	31.4	Zoom subs share reimburse clerk	£7.99
	31.5	Stationery Clerk	£13.56
	31.6	Leics Gardens grass cutting contract payment made 26/4/21 and invoice due	£560
	31.7	Ink subs share reimburse Clerk.	£12.49
	31.8	Post install inspection £395 plus ROSPA The Close £68.50	£463.5 plus vat
	31.9	HMRC employer payment, tax/NI deducted from salary, including employer NI	£15.61
	31.10	Clerk mileage for April 2021	£5.40
	31.11	Clerk’s salary £813.02 plus £27 home office less tax £3.20 NI £1.92, payable 31/5/2021	£834.90
	31.12	New signs for play area and new bin if necessary.	£117.29
	31.13	SSE Electricity bill	£131.51
21/32	RECEIPTS	To note income received; Donations from K Cox and direct to bank account for PFIC project Grant from Maud Elkington Precept Donation from Village Hall towards clock repair	£533.55 £750 £34148 £250
21/33	DATE OF NEXT MEETINGS It was noted that the date of the next Parish Council meeting is Monday 14 th June 2021 at 7pm and the next PFIC meeting is 3 rd June at 8pm, the next Planning Committee meeting 26 ^h May 2021 at 7pm. See website for details.		

Signed by the Chairman_____