

Minutes of the Easton on the Hill Parish Council meeting

Held at Easton Village Hall at 7pm on Monday 12th July 2021 with current Government restrictions still in place. There was a hall capacity of 20 people to be adhered to and social distancing.

Present; Councillors; P Bates, S Cherry, K Dow, C Green, R Holwell, I Lawson, T Nicol and S Woodman.

Clerk: J Rice

Members of the public: 1. D Davenport.

21/49	APOLOGIES FOR ABSENCE To receive apologies sent to the Clerk. Apologies for absence were received from Cllrs Hamilton, Mountain and Watson. Ward Councillor Annabel De Capell Brooke also sent apologies.	
21/50	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). There were no declarations of interest made.	
21/51	PUBLIC PARTICIPATION Arrangements were made for the public to join the meeting in person if there is room, see above. A max of 15 minutes was permitted for members of the public to address the meeting on any item on the agenda. The member of public mentioned item 21.57 and explained that there is still such a set up in the church but that maybe it needs advertising again to raise awareness.	
21/52	MINUTES OF THE LAST MEETING (previously circulated) To confirm as correct the record of the minutes of the annual meeting held on Monday 14th June 2021 previously circulated and herewith. Chairman to sign the minutes. The minutes were agreed as a true record and duly signed by the Chairman.	
21/53	MATTERS ARISING from previous meeting were noted; 4 x Ketton Drift speed signs have been ordered. Carrs were approached re replacement bench and will be chased up however the pub may donate their old picnic benches. The contact for the Monitoring Officer is Adele Wylie and the email address is in the new code of conduct.	
21/54	GOVERNANCE AND FINANCE	
	54.1	To note new Ward Councillors for Oundle/Rural Ward and report if available. There was no Ward Councillor able to attend and no specific report apart from the regular one circulated from the Leader of the NNC, Jason Smithers, who is also the Rural/Oundle Ward Councillor along with Cllr De Capell Brooke who has offered assistance.
	54.2	To receive and note updated member list of committees, herewith. This was received and noted. Only the representative for ENRMF meetings remains vacant.
	54.3	To receive finance internal control check feedback. SC. Cllr Cherry confirmed the checks were ok and will send the report to the Clerk. Action Cllr Cherry
	54.4	To receive month's financial report and resolve any queries/ issues, herewith. The report was received and noted. The Clerk went through the finances to date against the budget and confirmed the bank balance. There were no concerns raised.
	54.5	To review policies and resolve to adopt, to follow. The Clerk has made a start in getting templates for the new statutory policies but not had time to review others as yet and will now update others in August for a future meeting. Action Clerk
	54.6	To note asset checks due to be done over summer and note assigned asset list checkers, attached. The Clerk had circulated an asset list with Councillor names against assets to get an annual check on their condition and any concerns to be noted. Councillors absent to be informed. Action Clerk/Councillors
	54.7	To consider a PC Action Plan for achievements/goals for the coming year. This was considered and thought necessary as the focus has recently been on the playing field and other issues can now be looked at. The Village Plan Working Party are due to meet and look at the

Signed by Chairman _____

		Village Plan recommendations and a suggestions box was agreed to be resurrected and a spare "suggestions" email address set up to get feedback ahead of another Open Eve to be held in autumn. Action VPWP/Clerk/WOTH T Nicol
	54.8	To note key contact details directory for North Northants council NNC, circulated. This was received and noted, also available on the NNC website.
	54.9	To receive and note: feedback from Chairman Training and consequent disciplines for all to improve our meeting management. To receive feedback from other training courses attended and note new bookings. Staffing Committee to review training needs. The Chairman relayed the key points from the Chairmanship training to ensure effectiveness of meetings; the importance of agenda items to be clear if a decision is to be made to ensure advance notice and transparency to the public and if it is only information. The working groups and committees should send in reports/updates before the meetings to cut down on the time and provide information required for a decision if necessary. Action All. Other training for new Councillors was well received by Cllr Lawson and Parish Path Warden by Cllr Woodman. Cllr Woodman explained that all issues can be reported via streetdoctor.com. The Staffing Committee is due to meet. Action Staffing Committee.
21/55	PLAYING FIELD IMPROVEMENT COMMITTEE (PFIC) AND GENERAL PF AND CRICKET CLUB ISSUES	
	55.1	To resolve the next step of resurrecting the existing charity status of the playing field to gain control of the charity. Resolve whether to name the Parish Council as the sole trustee, information to follow Cllr Dow had circulated some information regarding the existing charity and options open to take control of it before deciding how to proceed with it as a Parish Council with the existing Playing Field Association terms, which can be then be updated. It needs 3 new Trustees or a Sole Trustee as a Parish Council with named Councillors if wish. He stated there was no conflict of interest if the Council is the Sole Trustee and the owner of the land. He said that this has been resurrected initially to raise more money from charity status and also due to the PFIC terms of reference saying the committee will exist only until it is decided that a Playing Field Association (PFA) can be set up. He said there was no need for it to be a separate organisation to have the associated charity status and a vote was taken to support resurrecting the existing charity taking the relevant advice. Action Cllrs Dow and Cherry to investigate further and report back
	55.2	To receive and feedback on progress on setting up a Playing Field Association, or similar as required, to match the Parish Council aims and objectives and to resolve zoom meeting with Danny Moody, CE of NCALC on 27th July at 6.30pm, to advise. Cllr Dow explained that this is a separate issue, see above. There has previously been little appetite to set up a separate PFA so it is important to understand what direction the PC wants to go. It is connected with the future of the PFIC and whether the terms of reference could just be extended or a separate operating body is set up. Or it is just wound up after improvements are made and grants are exhausted/not needed. A PFA could just be a fund raising body to attract more grants. It was decided to hear advice and ask questions from Danny Moody before the next PFIC meeting. Action Clerk to confirm and set up/Cllr Dow to do agenda
	55.3	To receive feedback on agreement reached with Macca Sports on use of the playing field and resolve % split of income with cricket club taking into account provision of facilities, herewith. Proposed 50/50 of £100 per day, attached. The information was received and noted and a split of 50/50 agreed. A reduced rate for residents of EOTH is also being explored and confirmed.
	55.4	To note Carrs use of the cricket club as office space agreed by the cricket club for nominal amount, herewith. This was noted and supported in terms of helping a local company however concerns were raised over the temporary change of use to business issue for the pavilion (correct planning has to be agreed in accordance with the lease) and possible corresponding rates due. This will be fed back to the Cricket Club. Action Clerk
	55.5	To receive feedback on progress with Wittering FC's hire of the Playing Field and agree arrangements for facilities on site.

Signed by Chairman _____

		Feedback was received and noted. The changing facilities/container was not agreed to be installed so soon but Wittering FC could not change the delivery date. It was agreed to request it be painted green. The rate of hire was discussed and it was agreed to request £45 pw for use (plus Cricket Club £21 pw). The FC have secured money for new goals and agreed to replace the goal nets for the children each time. A long net for behind the old goal (to be moved to alongside the play area near the Deeps) was discussed and agreed to be obtained in future. Cllr Cherry to negotiate rate/liase re agreement/Clerk to issue agreement.
	55.6	To receive and note notification of award of second Augean grant for £21075 for a zip wire, inclusive roundabout and the Woodland area. This was gladly received and noted. Information is needed to be sent in order for the agreement to be sent out to the PC from Grantscape however the PFIC/Clerk will deal with this. As previously agreed, the PC will underwrite the Contributing Third Party of £2410 and pay for the 7k play equipment with funds raised so far and playing field reserves carried over until some more funds are raised. The PFIC/Clerk will communicate progress on this next phase.
21/56	REPORTS FROM REPRESENTATIVES	
	56.1	Trees and Greens Working Party (Cllrs Green, Mountain, Bates and Holwell) a) To receive update from Working Party including tree management/dangerous branch. Cllr Bates has done a basic check and reported no concerns. It was agreed to employ Sam Drake to tend to the dangerous branch asap with the Cherry tree felling at the same time. The Chairman suggested the group meet up to discuss other issues agreed at the last meeting. Action TAGWP b) To note Cllr Woodman trimmed the hedge to The Close play area. This was noted and Cllr Woodman thanked. c) To note new bin delivered and quote requested to empty at The Close if able. The new bin for the play area will be installed asap. NNC are checking out this extra bin. The bench is still being moved around and will need to be concreted in once locations are finalised.
	56.2	Checkers reports/village maintenance a) To receive checker report (including gym equipment) for June and checker for July Cllr Dow. This was received and noted. New Councillors to shadow Cllr Dow. Action Cllr Green and Lawson b) To agree any actions necessary. There were no new actions necessary. c) To agree how to publicise/advertise location of defibrillators throughout the village. It was agreed that the important course of action is to dial 999 in any emergency and they will direct to the defib if necessary. This will be communicated on EOTH and website. Action Cllr T Nicol/Clerk
	56.3	Village Hall. a) to receive latest update, circulated. The minutes will be circulated. Cllr Woodman gave a verbal update on progress with the new committee. b) To note update on clock fixing and winding. The report on the clock winding situation was read out and noted. Cllr Bates will speak with the Committee about continuing and getting "trained" as a volunteer as necessary. She will organise the repair first as agreed, however from then on it was agreed that the asset should sit totally with the village hall for insurance and maintenance. Action Cllr Bates
	56.4	Vehicle Activation Devices and Traffic Working Group (TWG), Cllrs Green & Woodman, D Sharpe a) To resolve to pay for conversion to solar for both devices now tested. Cost £220 by Cllr Woodman. It was agreed to pay £220 for the conversion costs incurred by Cllr Woodman. The TWG will arrange to move the device from Church St to Westfields for the summer holidays at least. Action TWG
	56.5	Joint Action Group/Police Liaison Representative (PLR) Cllr Mountain. It was noted that the next meeting date is 13 th July and Cllr Dow is to attend for Cllr Mountain. Action Cllr Dow
	56.6	Village Plan Working Party To receive update on any progress following meeting. A meeting date has not been set as yet. New members are needed and this will be communicated in the next WOTH. Action Cllr T Nicol
21/57	BUS SHELTER BOOKS IDEA To consider second hand books scheme donated and swapped/loaned out to members of the public from the bus shelter. This was mentioned in public time above and the existing scheme in the church foyer agreed to be communicated.	
21/58	ALLOTMENTS	

Signed by Chairman _____

	58.1	To receive update from Allotment Manager. P Bates, Volunteer Allotment Manager, gave a verbal report that all was fine and being managed.	
21/59	PLANNING		
	59.1	To note minutes from latest Planning Committee meeting on 23rd June 2021 herewith; including PC responses and training feedback. The minutes were received and noted and no issues raised. The feedback from the training was very positive and that it had been very useful for all.	
21/60	CLERK CORRESPONDENCE /INFORMATION WAS NOTED; a) Children's Summer Holiday Programme booked to take place in Village Hall, herewith. Noted. b) The Queen's Platinum Jubilee Beacons event 2-5 June 2022, herewith. Noted and will be combined with the gala and the beacon part has been done before. c) ACRE free seminars on rural communities, Going Green, Community Orchards and more, herewith. Noted.		
21/61	ORDERS FOR PAYMENT Payments were agreed to be made as follows;		
	61.1	Soda pdf converter package	£24.95
	61.2	Bridleway signs as agreed up to £100	tbc
	61.3	NCALC training bills, 2 x Chairmanship and 2 x Flying Start	£88 £88
	61.4	Zoom subs share reimburse clerk	£7.99
	61.5	Clerk J Rice postage	£5.58
	61.6	Leics Gardens grass cutting as per contract	£570
	61.7	Ink subs share reimburse Clerk.	£12.49
	61.8	SSE electricity street lighting bill	£120.01
	61.9	Village Hall hire for full council and planning/PFIC meetings	£16.75
	61.10	HMRC employer payment , tax/NI deducted from salary, including employer NI	£15.61
	61.11	Clerk mileage for June 2021	£8.10
	61.12	Clerk's salary £813.02 plus £27 home office less tax/NI £5.12, payable 31/7/2021 and 31/8/21	£834.90
	61.13	Clerk adjustment from 19/20 NI contributions paid in error (20/21 repaid)	£78.97
21/62	RECEIPTS	To note income received; Private donation to PF via Just Giving/K Cox received 1/7/21	£242.50
21/63	DATE OF NEXT MEETINGS It was noted that the date of the next Parish Council meeting is Monday 13 th September 2021 at 7pm. Next Planning Committee meeting 20 th July 2021 at 7pm See website for details. Next PFIC meeting is 27 th July at 8pm (with informal meeting with D Moody beforehand at 6.30pm.)		

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