

# Minutes of the Easton on the Hill Parish Council meeting

Held at Easton Village Hall at 7pm on Monday 11<sup>th</sup> April 2022

**Present;** Councillors; P Bates, C Green, I Lawson, T Nicol (Chairman) and S Woodman.

Clerk: Miss Jenny Rice

Members of the public: Mrs P Firth – see item 175.

<b>21/170</b>	<b>APOLOGIES FOR ABSENCE To receive apologies sent to the Clerk.</b> Apologies were received from Cllr S Cherry, R Holwell, Cllr T McAllister, Cllr C Mountain and Cllr J Watson
<b>21/171</b>	<b>DECLARATIONS OF INTEREST</b> <b>To receive all declarations of interest under the Council's Code of Conduct related to business on the agenda.</b> <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). There were no declarations of interest made.
<b>21/172</b>	<b>PUBLIC PARTICIPATION</b> <b>Arrangements were made for the public to join the meeting. A max of 15 minutes was permitted for members of the public to address the meeting on any item on the agenda.</b> <b>Chairman welcomed all to the meeting, in particular Mrs P Firth, and reminded members of the Nolan principle of Integrity from the Councillor Code of Conduct.</b> There were no members of the public wishing to speak.
<b>21/173</b>	<b>MINUTES OF THE LAST MEETING (previously circulated)</b> <b>To confirm as correct the record of the minutes of the meeting held on Monday 14<sup>TH</sup> March 2022 previously circulated and herewith. Chairman to sign.</b> The minutes were agreed as a true record and duly signed and the Clerk and Chairman thanked Cllr Green for taking the notes in the Clerk's absence.
<b>21/174</b>	<b>MATTERS ARISING from previous meeting, not covered by this agenda.</b> The Clerk said she had spoken to Happy Pets about driving speeds down the Drift and the picking up of all dog poo and was assured of their conscientious approach to this at all times.
<b>21/175</b>	<b>COUNCILLOR VACANCY</b> <b>To receive and note application (to follow) for co-option and vote to co-opt or not. If successful, applicant to sign declaration of acceptance and join the meeting.</b> The application was received and noted and the applicant and Councillors had no further comments or questions. The applicant left the room and a discussion took place. It was resolved unanimously to co-opt Mrs Firth and after signing the declaration of acceptance, Mrs Firth joined the meeting. It was further resolved that Councillors will always consider the impact on the well-being of individuals when making their decisions. <b>Action Clerk</b> to set up email and training etc
<b>21/176</b>	<b>GOVERNANCE, FINANCE AND TRAINING</b>
	<b>176.1</b> <b>To receive and note finance internal control checks feedback for March, Cllr Woodman.</b> Cllr Woodman confirmed all checks were done and there were no anomalies.
	<b>176.2</b> <b>To receive the end of year financial report to date, including the Accounting Statement sent to the Internal Auditor, and resolve any queries/ issues, herewith.</b> The reports were received and noted and there were no queries. It was noted that the basic expenditure against budget was in a great position at 1% under. The reserves going forward are healthy at 11k with 3k grant to come still in April. The playing field budget position after phase 2 equipment should be around £500 in credit.
	<b>176.3</b> <b>To note annual audit and accounting requirements and internal audit meeting scheduled for 13/4/22.</b> The process and appt were received and noted.
	<b>176.4</b> <b>To note Asset Mapping Project update and deadline of 25/4/22.</b>

		Cllr Woodman and the Clerk updated the meeting on progress. A further meeting on 21/4 with Cllr Bates will hopefully finalise the required entries format. <b>Action Clerk, Cllrs Bates and Woodman</b>
	<b>176.5</b>	<b>To note extra code of conduct training opportunity on 28/6/22 7-9pm.</b> This was noted and any takers to contact the Clerk.
	<b>176.6</b>	<b>To note update on the Annual Village (Parish) Meeting and reports needed from Chairman of committees, main council and working groups, PFMC, Planning, Traffic/VADs, Trees and Greens, allotments.</b> The Clerk confirmed who was coming so far and that reports are needed – she will send a reminder. It was agreed that tea and coffee would be provided. <b>Action Chairman and working groups</b>
	<b>176.7</b>	<b>To receive and note updated asset register, herewith, to consider with insurance, item below.</b> The asset register was received and noted and options for insuring some items discussed. The register will be updated further. <b>Action Clerk</b>
	<b>176.8</b>	<b>To note insurance renewal due 1/6/22 and discuss and agree options for renewals, herewith.</b> Discussion took place on some queries. More information is expected from the insurers and other quotes will be obtained for comparison and agreement next month. <b>Action Clerk</b>
	<b>176.9</b>	<b>To review financial regulations, standing orders and risk assessment, herewith.</b> There were received and noted and agreed with no amendments.
	<b>176.10</b>	<b>To agree to purchase minute books for binding minutes, cost tbc</b> The Clerk explained the need for preservation of old minutes at the county archives and will enquire as to their requirements. If books are required, they will be purchased at £81e. <b>Action Clerk</b>
<b>21/177</b>	<b>PLAYING FIELD MANAGEMENT COMMITTEE AND GENERAL PF AND CRICKET CLUB ISSUES</b>	
	<b>177.1</b>	<b>To note first meeting is 20/4/22. To agree payment for hire and new contract to be dealt with by PFMC.</b> This was noted and a message for more members will be put on Facebook. It was agreed all items to be decided by PFMC.
	<b>177.2</b>	<b>To note proposal re priority to pedestrians signs for the Drift and agree a way forward.</b> It was noted that these are still in draft form and will be given to the PFMC to come with a proposal for full council to consider and agree or not.
<b>21/178</b>	<b>REPORTS FROM REPRESENTATIVES</b>	
	<b>178.1</b>	<b>Trees and Greens Working Party. Cllrs Bates, Green, Holwell and Mountain</b> a) <b>To note one resident has trimmed overhanging bushes on footpath since letter</b> This was noted and appreciated. b) <b>To receive update on working party to clear Spring Close and Millenium Garden</b> It was agreed that a date will be set by the working group and volunteers sought. A risk assessment will need to be completed. Also, green rubbish near Millenium Garden will be cleared. <b>Action TAGWG, Cllr Woodman</b> c) <b>To note Natural England offer to restore ponds for great crested newts, circulated.</b> The Clerk was waiting for a reply after re-sending the request to those recommended.
	<b>178.2</b>	<b>Checkers reports/village maintenance</b> a) <b>To receive update on re-build of the damaged Polish war memorial including feedback on outline planning and submitting an application for full planning permission.</b> Cllr Lawson explained that outline permission had been given depending on appropriate signage position and that full planning permission will be sought with the information on ownership supplied from Burghley. <b>Action Cllr Lawson</b> Further applications for registration of land will be addressed at a later date. b) <b>To receive and note checker reports completed for March, Cllr Woodman, and agree any actions necessary. To note April checker is Cllr Nicol.</b> Cllr Woodman did the checks and reported 2 issues. Cllr Bates will speak to the grass contractor and the gaps in matting at The Close could possibly be addressed by the contractor on site soon. <b>Action Cllrs Woodman and Bates</b>
	<b>178.3</b>	<b>Village Hall update from Cllr Woodman and herewith.</b> a) <b>to receive and note update from Chairman of the Village Hall and liaise Councillor, herewith.</b> An update from C Briers was received and noted.
	<b>178.4</b>	<b>Vehicle Activation Devices and Traffic Working Group, Cllr Green, Cllr Woodman.</b> a) <b>To receive and note any update/actions.</b>

Signed by Chairman \_\_\_\_\_ Date \_\_\_\_\_

		The update that all was working ok was received and noted.	
	<b>178.5</b>	<b>Joint Action Group/Police Liaison Representative (PLR) Cllr Mountain</b> <b>To note meeting is 11<sup>th</sup> April at 6pm.</b> The date will be shared with Cllr Mountain and others if she cannot attend. The future of the meetings are being decided.	
	<b>178.6</b>	<b>Village Plan Working Party (VPWP) Cllr Green, Cllr Woodman, D Davenport and C Nelson</b> <b>To receive and note summary report and decide how to progress outstanding items, herewith.</b> The report was not circulated. Cllr Nicol will precis the update report from D Davenport and outstanding issues will be assessed as to whether a need for the group still exists. <b>Action Cllr Nicol</b>	
<b>21/179</b>	<b>ALLOTMENTS</b>		
	<b>179.1</b>	<b>To receive update from Allotment Manager, P Bates.</b> Mrs Bates gave an update on renewals. There are 2 not paid and 2 plots needing attention which are being addressed. Rent cash collected will be paid in. <b>Action Clerk/P Bates</b>	
<b>21/180</b>	<b>PLANNING</b> <b>Committee members Cllr Lawson, Cllr Mountain, Cllr Watson and Cllr Woodman.</b>		
	<b>180.1</b>	<b>To note meeting did not go ahead on 15/3/22 and next meeting is 21/4/22 with HSL Developers and Arc presentation – all invited to attend/submit questions.</b> This was noted. All Councillors to receive information from HSL and can attend if they wish.	
<b>21/181</b>	<b>COUNCIL PROJECTS</b> a) <b>To receive and note update on signage after visit from Highways and agree a maximum budget if possible.</b> Cllr Nicol summarised the advice from Highways and confirmation/agreement is awaited from them re proposed and acceptable signage within the regulations. Green, consistent fingerpost signs in 3 locations for 9 places of interest to be installed. £300 was agreed as the max budget. <b>To note lighting contract ends 31/3/2023, budget in Oct/Nov to plan for next year increases</b> The Clerk explained the Finance committee will need to consider price increases for next year's budget and confirmed the price for one light to be changed to LED is £350, as per the price quoted en masse, for future consideration.		
<b>21/182</b>	<b>CLERK CORRESPONDENCE /INFORMATION TO NOTE/BRING BACK TO FUTURE MEETING:</b> <b>To receive and note emails/information, herewith and resolve any follow up actions.</b> a) <b>NCALC update, circulated.</b> The update was received and noted. The Clerk drew attention to the safety measure for callers to emergency services in danger and unable to speak – it has been shared.		
<b>21/183</b>	<b>PAYMENTS</b>	<b>Payments were agreed as follows:</b>	
	<b>183.1</b>	Reimburse Clerk for ink plan, March	£12.49
	<b>183.2</b>	SSE Electricity bill to follow, as per contract	£119.02
	<b>183.3</b>	Clerk mileage March	£5.85
	<b>183.4</b>	Clerk's salary £843.70 plus £26 home office less employee tax/NI £5.54	£864.16
	<b>183.5</b>	Employer/ee HMRC PAYE payment	£18.44
	<b>183.6</b>	Room hire Village Hall on 14/3 and 2/3	£36
	<b>183.7</b>	Grass cutting as per contract	£285 (PF part £110)
	<b>183.8</b>	A4 paper to be paid to Viking	£22.43
<b>21/184</b>	<b>RECEIPTS</b>	<b>To note income to be received</b> Hire charge from Wittering Premiair for March Rent from allotment tenants	£25 resident donation for playing field £135 £57.75
<b>21/185</b>	<b>DATES OF NEXT MEETINGS</b> It was noted that the date of the next meeting is the Annual Meeting of the Parish Council on <b>Monday 9<sup>th</sup> May 2022</b> . The <b>Annual Parish Meeting</b> is <b>Wed 27<sup>th</sup> April 2022</b> at 7pm in the Village Hall. Next PFMC is <b>20/4/22</b> , 7pm in the VH, Next Planning Committee meeting is <b>21/4/22</b> at 8.30pm in the VH. See website for more details.		

Signed by Chairman \_\_\_\_\_ Date \_\_\_\_\_