

Minutes of the Easton on the Hill Parish Council meeting

Held at Easton Village Hall at 7pm on Monday 9th May 2022

Present; Councillors; P Bates, S Cherry, P Firth, C Green, R Holwell, I Lawson, C Mountain, J Watson and S Woodman
Clerk: Miss Jenny Rice
Members of the public: none

22/1	TO ELECT A CHAIRMAN
	<p>Outgoing Chairman (or Vice 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>The current Chairman was not present and so Cllr Watson, Vice Chairman, took nominations. There was only one, for Cllr Nicol to be Chairman. This was proposed, seconded and voted unanimously in favour. The Vice Chairman continued to chair the meeting.</p>
22/2	TO ELECT A VICE CHAIRMAN
	<p>There was only one nomination for Cllr Watson to be Vice Chairman and this was proposed, seconded and all voted in favour.</p>
22/3	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 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 is no dispensation in place for Councillors with allotments.</p> <p>There were no declarations of interest made.</p>
22/4	APOLOGIES FOR ABSENCE. To receive apologies sent to the Clerk. Check attendance for qualification.
	<p>There were apologies received from Cllr Nicol and Cllr Mc Allister. There was no need to check attendance as the 6 month rule was not broken.</p>
22/5	PUBLIC PARTICIPATION
	<p>Arrangements were made for the public to join the meeting. There were no members of the public present.</p>
22/6	MINUTES OF THE LAST MEETING (previously circulated)
	<p>To confirm as correct the record of the minutes of the meeting held on Monday 11th April 2022, previously circulated. Chairman to sign.</p> <p>The minutes were agreed as a true record and duly signed by the Chairman.</p>
22/7	MATTERS ARISING from previous meeting. None
22/8	GOVERNANCE AND FINANCE
	<p>8.1 To review and agree all committees' and working group's members, herewith The existing members were all agreed and vacancies were filled by voting, with an extra member of the planning committee agreed. The Playing Field Management Committee voted Cllr Cherry in and all vowed to try to encourage more non-Councillors. Finance working group would elect an exyta member as and when it is needed. Action all</p>
	<p>8.2 To review committees' terms of reference and resolve any changes, herewith The terms of reference were all agreed as presented.</p>
	<p>8.3 To note Financial Regulations and Standing Orders were reviewed at the last meeting and adopted. This was noted and they will be uploaded to the website. Action Clerk</p>
	<p>8.4 To review finance internal control checkers. It was agreed to add in the 2 new Cllrs and take out the bank signatories and redo the rota. Action Clerk</p>
	<p>8.5 To note monthly/weekly equipment checkers mainly done by Playing Field Management Committee now. To decide to continue same system for defib checks and Spring Close. It was agreed to keep the same Cllrs and rota as finance checks above for Spring Close and defibs.</p>
	<p>8.6 To agree notice board controller for minutes, agendas etc</p>

Signed by Chairman _____ Date _____

		It was agreed that Cllr Lawson (first) and Cllr Mountain (reserve) would continue.
	8.7	To agree bookings for training for new Councillors and Chairmen, dates circulated It was noted that Cllr McAllister has been and Cllr Firth is booked on new Cllr training. It was agreed that 1 or 2 planning committee councillors would attend responding to planning applications training and T McAllister would attend nuts and bolts planning training if available. Action Clerk
	8.8	To review Council's annual risk assessment, herewith. The risk assessment has been updated and the insurance column is dependent on agreement from 8.14 below.
	8.9	To check bank signatory Councillors and arrange for more if needed. It was agreed that Cllr Mountain would try to get her log in working or start a new application. Action Cllr Mountain
	8.10	To receive internal audit report and resolve any actions, herewith. The report was received and noted and advice notes taken on board re clarity of listing payments in month paid not agreed.
	8.11	To review AGAR Governance Statements and Chairman and Clerk to sign the form, previously circulated. The AGAR section 1 was reviewed, approved and signed.
	8.12	To review AGAR Accounting Statements and Chairman to sign the form, previously circulated. The AGAR section 2 was reviewed, approved and signed.
	8.13	To agree dates for public to exercise rights to inspect accounts and forms to be submitted to external auditor as required, herewith. The dates were agreed as suggested.
	8.14	To receive and review renewal notice for Gallagher insurance, against other quotes received, and decide which to accept, circulated. The information was received and noted. The Clerk was still clarifying the cover after some changed advice from Gallagher, however it was agreed that some play equipment cover was needed. The specifics need to be clarified and then a quote accepted in line with this and the budget. Action Clerk
	8.15	To receive finance report for April and resolve any queries, herewith. The report was received and noted with no concerns raised.
	8.16	To check Council still meets the criteria for having the General Power of Competence, herewith. The Clerk explained the GPOC and criteria for the benefit of new Cllrs and agreed the criteria is still met although it is only necessary to do after the next election.
	8.17	To receive feedback from the Annual Parish Meeting and resolve any issues arising. It was noted that the Chairman's report was very good and that the village was well represented with many groups there to represent their resident members. It was thought there were fewer other members of the public in attendance as less conflict and problems existed. The feedback about new residents not getting information about the village if not online was an issue, as was the speeding on the A43. Cllr Firth agreed to start a welcome letter with information on how to contact people to join groups etc. The speeding issue is being dealt with later in the agenda. Action Cllr Firth
	8.18	To agree to pension scheme for the Clerk as reached threshold to auto-enrol and note intended immediate withdrawal from scheme. It was agreed that the Parish Council would start a NEST pension and join the Clerk under auto-enrolment duties. It was noted that the Clerk would opt out straightaway. Action clerk/Chairman
	8.19	To receive, note and review Parish Council action plan for 22/23 and agree any other future projects. The updated VPWP report used at the APM was recognised as a useful basis to add any extras to the Parish Council Action Plan. The item would be further reviewed at the next meeting.
22/9	PLAYING FIELD MANAGEMENT COMMITTEE (PFMC), CRICKET CLUB AND THE DRIFT	
	9.1	To receive latest PFMC minutes and update from the Chairman and resolve any queries, herewith. These were received and noted and also the verbal update from Cllr Woodman on the current phase 2 installation and caretaker role. It was agreed a laminated "Closed" sign was necessary. It was further agreed more non councillor members are still needed.
	9.2	To receive and note Cricket Club accounts and minutes from AGM plus rent invoice and resolve any queries.

Signed by Chairman _____ Date _____

		The information was circulated prior to the meeting and received and noted as fulfilling the requirements of the lease. There was concern raised over the apparent lack of numbers for matches but draft plans with the other sports clubs could help.
	9.3	To receive proposal re signs for the Drift and resolve to proceed. The draft design was agreed and a maximum budget of £210 approved to go ahead and order. Action Cllr Woodman/Nicol
22/10	REPORTS FROM REPRESENTATIVES	
	10.1	Trees and Greens Working Party a) To receive update regarding Spring Clean and volunteers A date of 9/7/22 10-12 was agreed for the clean-up. Some volunteers have come forward and will be notified. More adverts to come later. Action TAGWP
	10.2	Checkers reports/village maintenance a) To receive checker report for April and note new arrangements agreed above from May/June. Cllr Nicol had done the checks with no concerns. b) To note revised check form for separate checks, PF/Close and rest, to be agreed. The new checker forms were agreed as circulated and will begin in June with new rota. c) To note pond risk assessment and agree to a ROSPA inspection. The Clerk has asked for a quote and is awaiting a reply. The risk assessment will be done after an inspection and before the clean-up. To be C/F. Action Clerk
	10.3	Village Hall. To receive and note latest update, herewith. The latest report for the AGM had been circulated at the annual parish meeting.
	10.4	Vehicle Activation Devices and Traffic Working Group. a) To receive and note latest update including issue raised at Parish Meeting and responses. The feedback from Ward Councillor Helen Harrison was received and noted. A separate traffic survey's data was trying to be obtained. A Community Speedwatch Scheme will be considered and C/F to the next meeting. The resident who raised the speeding and danger concern will be updated. Action Clerk b) To consider Community Speedwatch scheme – information herewith - and decide action. See above.
	10.5	Joint Action Group/Police Liaison Representative (PLR) To receive latest report from group activity and meeting on 20/4/22, plus latest Police, Fire and Crime Commissioner newsletter, herewith, and appoint PLR if needed. Cllr Mountain updated the Council from the last meeting and minutes etc were received and noted.
	10.6	Village Plan Working Party - To receive and note updated plan, herewith. This is to be C/F to the next meeting.
22/11	ALLOTMENTS	
	11.1	To receive any update from Allotment Manager, P Bates There were no issues raised.
22/12	ASSET MAPPING PROJECT AND REGISTRATION OF LAND OPTION	
	12.1	To receive and note update plus option to use company to assess parish land ownership and current situation re land registered, herewith. This was received and noted. It was agreed that the other 2 main parcels of land owned by the PC need to be registered first, Spring Close and Allotments. It was agreed to visit the archives first and then decide on using the company offered by NCALC. Action Cllr Woodman
22/13	PLANNING	
	13.1	To note minutes from Planning Committee meeting on 21/4/22, herewith, and responses. These were received and noted.
	13.2	To note recent presentation from HSL and request to hold a village consultation meeting and note additional information from Planning NNC and decide action necessary, herewith. This was noted. It was agreed that any village consultation meeting requested by HSL would need to have the North Northants/Unitary Council present too.
	13.3	To note update on planning application for war memorial rebuild. The application has been sent off. A quote has been received for the new build and 2 more quotes will be sought as per the financial regulations. Action Cllr Lawson
22/14	CLERK CORRESPONDENCE /INFORMATION TO NOTE: a) NNC Leader Update, circulated. Scams regarding £150 council tax rebate payment. This was received and noted and has been communicated on social media.	

Signed by Chairman _____ Date _____

22/15	ORDERS FOR PAYMENT	
	Payments were agreed to be made as follows;	
	15.1	Reimburse Clerk for HP ink plans. New one started for e printer £2.99. Other one revised/shared with other PCs £12.06
		£15.05
	15.2	HMRC employer/ee payment, to be calculated early May
		£18.64
	15.3	Re-imburse Clerk for cotton tape for archives
		£13.20
	15.4	Clerk mileage for April
		£10.80
	15.5	SSE Electricity bill as per contract
		£122.64
	15.6	Planning application fee cheque submitted in April
		£117
	15.7	Grass cutting as per contract
		£tbc
	15.8	Room hire
		£66
	15.9	Clerk salary payable 31/5/22 £843.70 plus £26 home office less HMRC tax/Ni £5.74
		£863.96
22/16	RECEIPTS	To note income received; Hire income from WFC for April, last one, received Reclaim of VAT from HMRC Rent from Cricket Club due Precept from NNC
		£180
		£570.36
		£14.58 due
		£35172
22/17	DATE OF NEXT MEETINGS It was noted that the date of the next Parish Council meeting is Monday 13 th June 2021 at 7pm. The next PFMC meeting is 26 th May at 7.30pm at the Priest House. The next Planning Committee meeting 19 th May 2021 at 8.30pm. See website for details.	

Signed by Chairman _____ Date _____