

Minutes of the meeting of Easton on the Hill Parish Council held

on 13th June 2022 at 7pm in the Village Hall, Easton on the Hill

Present: Cllr Bates, Cllr Firth, Cllr Holwell, Cllr Lawson, Cllr Mountain, Cllr McAllister, Cllr Nicol (Chairman), Cllr Watson and Cllr Woodman

Clerk: Miss J Rice

Members of the public: Mrs A Dewar and Mrs J Ward

22/18	APOLOGIES FOR ABSENCE
	To receive apologies sent to the Clerk and remind Councillors that they need to be sent to the Clerk. There were apologies received from Cllr Green. Cllr Cherry was not present.
22/19	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.
22/20	PUBLIC PARTICIPATION
	Arrangements will be made for the public to join the meeting. A max of 15 minutes will be permitted for members of the public to address the meeting on any item on the agenda. If necessary, outgoing Chairman to remind the public of the Public Speaking at Council and Committee Meetings policy. Mrs Dewar explained she was there due to ongoing concerns with speeding and dangerous driving on the A43 and danger crossing the road there and ideally would like some restrictions and no overtaking. It was noted that patrols are often done in Collyweston. The Chairman said the item is later on the agenda for the Traffic Working Group to comment and give feedback on responses from NNC Community Highways. Mrs Ward asked if the Cricket Club AGM was held in public with 21 days notice and whether audited accounts have been submitted under the terms of the lease. The Clerk explained she had enquired about both of these a few weeks ago and was informed they did not hold the AGM in public as they did not realise they had to, but will in future. The accounts were requested and bank statements were submitted which the Parish Council accepted at a prior meeting. It was agreed that a reminder on the lease requirements will be sent.
22/21	MINUTES OF THE LAST MEETING (previously circulated)
	To confirm as correct the record of the minutes of the meeting held on Monday 9th May 2022, previously circulated. Chairman to sign, herewith. The minutes were agreed as a true record and duly signed by the Chairman.
22/22	MATTERS ARISING from previous meeting. Cllr Mountain to confirm bank signatory progress. Cllr Firth has started the welcome letter. It was noted Cllr Mountain will enquire about new log on details.
22/23	GOVERNANCE, FINANCE AND TRAINING
23.1	To receive and note finance report to end of May 2022 and resolve any queries, to follow. The report was received, noted and no queries raised.
23.2	To note the public access to view the unaudited accounts notice is displayed and runs until 22/7/22 and the accounts forms have been submitted to the external auditor. This was noted and Cllr Lawson will remove notices as appropriate.
23.3	To decide if another bank signatory is needed and decide who. It was decided that with Cllr Mountain there are enough. Action Cllr Mountain
23.4	To receive and note confirmation of insurance policy renewal. The Clerk confirmed the insurance policy is renewed with 37k play equipment and a pond risk assessment is required. Action Clerk/TAG
23.5	To note Clerk enrolled and opted out of the NEST pension scheme. This was noted.
23.6	To receive and note Parish Council Action Plan (herewith) and resolve to finalise.

Signed by the Chairman _____ Date _____

		It was agreed that the Parish Council action plan is separate from the Village Plan Working Party update and that due to lack of preparation for this, the plan will be circulated and the item will be deferred to the next meeting to consider and firm up the plan. Action Clerk/all
	23.7	To note annual asset checks are needed and who assigned, herewith. The list was noted and checks to be done as required and form used to report them. It was noted that Cllr Lawson and Cllr Firth have done a check at Spring Close but will need to meet with Trees and Greens to go over the checklist form. Action relevant Cllrs
22/24	PLAYING FIELD MANAGEMENT COMMITTEE (PFMC) Cllr Bates, Cllr Cherry, Cllr Watson and Cllr Woodman, plus K Cox, D Davenport and a Cricket Club committee member, CRICKET CLUB AND THE DRIFT	
	24.1	To receive latest PFMC minutes and update from the Chairman or another member and resolve any queries, to follow. The minutes were received and noted. Cllr Watson reported that Ian Coupe will attend the next meeting as a member from the cricket club as D Wheatley cannot commit at present. This was agreed. The Clerk confirmed that the Terms of Reference for the PFMC would need to be changed if the cricket club member is not to be part of the committee. Cllr Watson also reported that the shelter/classroom for the Woodland and play area is in hand and ordered and the Clerk confirmed the grant had been received for this.
	24.2	To note advert out for Caretaker role, deadline for applications is 19/6/22 and interview date tbd. This was noted and another advert had been placed on Facebook recently. The Clerk reported no applications received to date.
	24.3	To note ROSPA inspections and report due in June – note old swings not yet removed as previously agreed. It was noted that the ROSPA inspection was done the morning of this meeting and the reports will follow. Cllr Watson explained that it was agreed at the PFMC to delay further the previously agreed Parish Council decision to remove the old swings which was based on the ROSPA report from last year, and that the recent ROSPA report will be reviewed before coming back to the Parish Council. The Clerk had re-iterated that it was her job to ensure all actions agreed by the Parish Council are carried out and that she had recommended that the original decision should still stand. Action Clerk
	24.4	To receive proposal regarding the Parish Council applying for a grant for electricity to be installed at the playing field (owned by the Parish Council, part leased to the Cricket Club) in the pavilion (owned by the Cricket Club) and resolve to give permission or not and state payment of the contributing third party by the PFMC, herewith. The Clerk report was received and noted. There was a discussion about why the cricket club (CC) cannot apply for a grant themselves now they have a lease. It was thought that, as the supply cable and infrastructure will be an asset to the Playing Field, the Parish Council should apply in their own name and liaise with the cricket club to access the pavilion for its installation. There was a discussion over the supply charges then being in the PC name and it was agreed to apply for the grant now and agree a mechanism for the share of ongoing charges at a later date. Cllr Woodman confirmed the cricket club have said they would pay £4k to meet the difference in project costs to grant received. It was also confirmed that the hirers of the sports field would most likely pull out of their agreement if the electricity supply was not installed but would also possibly donate towards the project if it goes ahead. It was agreed by a majority that an application from the Parish Council will be made on the understanding that the CC will provide £4k and the Parish Council PFMC budget will underwrite and fundraise against the third-party contribution of £1100/11% if and when required. Action Clerk/Cllr Woodman to complete application/see CC
22/25	REPORTS FROM REPRESENTATIVES	
	25.1	Trees and Greens Working Party (Cllr Bates, Cllr Green, Cllr Holwell, Cllr Mountain) a) To receive update regarding tree survey cost. The same surveyor as before quoted £350 for the summer survey needed and this was agreed as a reasonable price and quality report. Action Clerk to accept b) To receive update on trees planted at Woodland area. It was confirmed these are thriving and more may be planted at the time of the Woodland (grant) work in autumn. c) To receive update on Spring Clean event and offer from CIPS. This was confirmed as 10am on 9/7/22 and Cllr Green is co-ordinating. d) To agree actions. It was agreed a plan and list of jobs was needed and a meeting at the pond will be arranged. Action TAGWG/Cllrs

Signed by the Chairman _____ Date _____

25.2	Checkers reports/village maintenance	<p>a) To receive checker report for May, checker for June and note new arrangements now from July and agree actions. Cllr Lawson and Cllr Firth to watch did the May checks and submitted forms. There were concerns over the pond review checks and this will be clarified with the visit above. There was a request to change the defib code to an easier one and Cllr Firth will investigate this. It was agreed to leave the spare out of date pads there. Action Cllr Firth/TAGWG</p> <p>b) To note pond inspection costs and decide action. The Clerk reported that a ROSPA specialised pond inspection would be £890 plus vat. The Clerk confirmed that for insurance and safety purposes a risk assessment is needed and she cannot see that any risks have been mitigated, apart from the low fencing. A risk assessment will be performed by TAGWG and the Clerk to see what is required. Action Clerk/TAGWG</p> <p>c) To note cost to replace light column on the triangle (£1009 plus vat) and a new post for signs (£450 plus vat) and resolve action. It was agreed that the quote for a new light column will be accepted. The new post for the signs will be deferred as there are restrictions as to who can perform the work and it needs more investigation. Action Clerk</p> <p>d) To note proposal re new signs throughout village and agree action. This has been previously agreed expenditure and the style/design is just to be confirmed. Action Cllr Nicol and Cllr Woodman</p>
25.3	Village Hall.	To note AGM is 27/6/22 and open to all of the village. To note Councillor representative Trustee to the VH management committee is Cllr Woodman, as agreed at the May meeting. This was noted.
25.4	Vehicle Activation Devices and Traffic Working Group (Cllr Green and Cllr Woodman).	<p>a) To receive and note latest updates, including feedback from Highways Liaison Officer on the A43 measures. The problems were acknowledged, and it was thought if up to date data was available it may help justify measures. The Highways Dept had said at present the speed limit was appropriate and the road did not meet the criteria for a solid white line for no overtaking, only more repeater signs could be added. A request for ad hoc speed checks will be made, to match those of Collyweston. It was further noted that due to a diversion from Jul-Dec for traffic on the A47 will add to the volume. The concerns will be raised at the next JAG meeting and the MVAS will look to be moved. Action Cllr Mountain, Cllr Woodman and Clerk</p> <p>b) To consider Community Speedwatch scheme – information circulated previously - and decide action. It was decided that a plea for interested and willing volunteers would be made and a proposal to Collyweston to share volunteers would be made. Action Clerk</p> <p>c) To note work due of additional lines and removal of zig zags near the nursery/old school/café. This was noted and appreciated.</p>
25.5	Joint Action Group/Police Liaison Representative (PLR) Cllr Mountain.	<p>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.</p> <p>This was noted and also that there had been no JAG meeting since the last PC meeting.</p>
25.6	Village Plan Working Party (VPWP) Cllr Firth, Cllr Green, Cllr Woodman and D Davenport	<p>To confirm the position on continuation of the VPWP</p> <p>The latest update for the Annual Parish Meeting was noted as having no actions outstanding relevant to a separate working party and only ones that can now come under the Parish Council main meetings and so a proposal was supported to wind up the VPWP until it is needed again. A vote of thanks was given for the hard work of the group.</p>
22/26	ALLOTMENTS	
26.1	To receive any update from Allotment Manager, P Bates	A verbal update was given of a letter to be sent to allotment holders to remind them of some elements of the agreement. Action Clerk/Cllr Bates
22/27	REGISTRATION OF LAND	
27.1	To receive and note feedback from 7/6/22 training on registering land.	There was no one available to attend this training and so it will be deferred until another time. The Clerk stated that some PC owned land still needs to be registered and this will be an extension of the asset mapping task to be undertaken soon.
22/28	PLANNING	

Signed by the Chairman _____ Date _____

	28.1	To note minutes from Planning Committee meeting on 19/5/22, herewith, and responses and verbal update following meeting on 13/6/22. The minutes were noted and a verbal update on the recent meeting given.	
	28.2	To receive update on Polish War Memorial planning application and project in general. Cllr Lawson has enquired about additional quotes and has had some success. The situation is ongoing and planning is still to be determined.	
22/29	CLERK CORRESPONDENCE /INFORMATION TO NOTE:		
	<p>a) To note Chairman attendance at the RAF annual formal reception on 7/7/22. This was noted.</p> <p>b) To note Augean Landfill Facility meeting on 22/6/22 at 2pm and agree attendee. It was agreed Cllr Woodman or Cllr Nicol will attend.</p> <p>c) To note consultation and feedback wanted on UK shared prosperity fund and top 3 challenges affecting NN for the themes, deadline 22/6/22 The Clerk will circulate this for any comments to be submitted directly. Action Clerk</p> <p>d) To note form for depositing documents into archives and request for volunteer to prepare. The Clerk will continue with this and give to Cllr Woodman to deposit. Action Clerk</p> <p>e) To note scam emails circulating It was noted to be aware that there are many scams circulating coming from Chairman of Parish Councils.</p>		
22/30	ORDERS FOR PAYMENT		
	To agree payments to be made/made as follows; The following payments were all agreed and receipts noted.		
	30.1	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
	30.2	HMRC employer/ee payment	£18.44
	30.3	Clerk mileage for May	£13.50
	30.4	PDF simpli – pdf file merging, converting, editing £3.95 pm reimburse Clerk	£3.95
	30.5	Viking laminating pouches	£15.92
	30.6	SSE Electricity bill as per contract	tbc
	30.7	Leics Gardens grass cutting as per contract	£350 PFMC and £220 Rest
	30.8	Room hire	£28
	30.9	Wicksteed play equipment invoice paid 1/6/22	£35965.88
	30.10	Gallagher insurance renewal paid	£1136.74
	30.11	ICO membership due by direct debit	£35
	30.12	SLCC share of membership due	£100
	30.13	Clerk salary payable 30/6/22 £843.70 plus £26 home office less HMRC tax/NI £5.54	£864.16
	30.14	Eon quarterly maintenance payment	£282.60
22/31	RECEIPTS	To note income received; Rent from Cricket Club paid Donations to PFMC project	£14.58 paid £198.55
22/32	DATE OF NEXT MEETINGS It was noted that the date of the next Parish Council meeting is Monday 11 th July 2022 at 7pm and also the next PFMC meeting is 2 nd August 2022 at 8pm at the village hall, plus the next Planning Committee meeting will be 11 th July 2022 at 6pm in the village hall. See website for details.		

Signed by the Chairman _____ Date _____