

**Minutes of the meeting of Easton on the Hill Parish Council held
on 10th October 2022 at 7pm in the Village Hall, Easton on the Hill**

Present: Cllr Bates, Cllr Lawson, Cllr Mountain, Cllr Nicol (Chairman) and Cllr Woodman. Clerk: J Rice

Members of the public; none

	There was a minute's silence before the meeting as a mark of recognition and respect for the recent passing of the late Queen Elizabeth 11 since the last meeting.	
22/48	APOLOGIES FOR ABSENCE To receive and note apologies sent to the Clerk.	
	There were apologies received from Cllr Firth, Cllr Holwell, Cllr Green, Cllr McAllister, Cllr Watson Cllr Cherry was not present. Council to send their best wishes to Cllr Firth.	
22/49	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.	
22/50	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. Chairman to remind the public of the Public Speaking at Council and Committee Meetings policy and remind Councillors of one of the Seven Nolan Principles of Public Life. There were no members of the public present. The Chairman reminded Councillors about the Nolan principle on Accountability.	
22/51	MINUTES OF THE LAST MEETING (previously circulated)	
	To confirm as correct the record of the minutes of the meeting held on Monday 11th July 2022, previously circulated. Chairman to sign, herewith. (No meeting in August, and September meeting postponed due to the death of HM the Queen.) The minutes were agreed as a true record and duly signed by the Chairman.	
22/52	MATTERS ARISING from previous meeting. None.	
22/53	GOVERNANCE, FINANCE AND TRAINING	
	53.1	To receive and note latest finance report (for later decision making) and Councillor internal checks to end of July/August/September and resolve any queries, herewith. The report was received and noted. The finance checks outstanding will be chased up. Action Clerk
	53.2	To receive and note updated Parish Council Action Plan (herewith) and resolve to finalise. C/F from previous meetings. This was received, noted and approved and will be uploaded. Clerk
	53.3	To receive and note Councillor asset check reports and resolve any queries. Most asset checks have been carried out and reports completed. It was agreed to purchase new signs for the grit bins. Action Cllr Lawson
	53.4	To note recommendation to sign up to the NALC/SLCC Civility + Respect Pledge and read statements and resolve whether to sign and adopt Dignity at work policy, herewith and Danny Moody email dated 15/7 circulated. It was agreed to sign up to the pledge and the statements circulated were taken as read. The Dignity at work policy was also adopted. Action Clerk to progress this.
	53.5	To receive and note external auditor's report of no concerns raised and requirements for publication fulfilled. This was received and noted and appreciation of the Clerk's work on this noted.
	53.6	To note Parish Council can choose to opt out of current auditor arrangements. NCALC recommend remaining with PKF Littlejohn. It was resolved to remain in the national contract.
	53.7	To note and agree to archives of minutes to be sent to Northamptonshire Archives Service and agree if a donation is to be paid. It was resolved to deposit old minutes and no donation to be given. Action Cllr Nicol
	53.8	To note details on Member Empowerment Fund now open for small community projects up to £2k and consider and resolve idea.

Signed by Chairman _____ Date _____

		This was discussed and a proposal put forward and agreed regarding funding towards the fencing at Spring Close and a HM the Queen memorial tree and circular bench. Another idea from the PFMC was not agreed this time. Action Clerk/TAG
	53.9	To note invoice for Parish Online, used for Asset Mapping, and resolve to continue with it or not. It was resolved not to pay a subscription to Parish Online for now.
	53.10	To review protocol and involvement in the death of HM the Queen and agree any future actions. To note some feedback sent to NCALC already. To decide if a memorial plaque or bench to be purchased. Feedback was noted and the memorial ideas discussed in 53.8.
	53.11	To request and discuss budget bids from working groups/committees for next year's projects and spend/income, to form a draft budget for the November meeting. Bids from groups and committees were requested to be sent in by 4/11/22, for a finance meeting on 7/11/22 to prepare a draft budget to be presented at the next meeting. Action all
	53.12	To agree to Microsoft package to upgrade Onedrive storage and software licences £59.99 pa This was agreed. Action Clerk to purchase.
	53.13	To receive, note and agree training sessions available to attend. Green Canopy 11th Oct, Electric Charging Points 12/10, Asset Mapping 20th Oct, finance and budgets and receive feedback from Annual Conference on 1/10/22, some herewith. The training options were noted, and Cllrs will attend the Green Canopy, Electric Vehicle Charging Points. Feedback on the conference was received and noted. Cost of living ideas will be deferred.
	53.14	To receive and note information on the boundary review, circulated, and agree a response, needed by 7/11/22. It was noted that the North Northants review is in November.
	53.15	To agree to purchase a memorial wreath for Remembrance Day as in previous years. This was agreed. Action Clerk
22/54	LIGHTING CONTRACT AND SUPPLY OF ELECTRICITY	
	54.1	To note electrical testing has been carried out as previously agreed and invoice paid, see below plus new column installed as agreed. Invoice listed below. Works and invoices noted.
	54.2	To note recommendations for work following testing, totalling £1650 plus vat. Plus, earth bonds work potentially, cost tbc and decide whether/when to carry out. It was agreed to carry out this work from lighting budget/ general reserves and it was noted the earth bond work is included. Action Clerk
	54.3	To receive and note update regarding new contract for electricity supply needed from 1/4/23 and decide action/new contract/max. new contract, herewith. The information was received and noted. Newer information received was too late for the meeting. It was agreed due to the changing situation, and no firm prices available as yet, to leave this until next meeting after full consideration can be made to the facts. It was resolved to obtain information on savings from reduced usage in street lighting. Action Clerk
22/55	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	
	55.1	To receive update on PFMC and Caretaker activity, see minutes dated 2/8/22 herewith. To note new gazebo, dog tethering area, bins in place and more vandalism. The update was received and noted. The next meeting is now 3/11/22. It was agreed to weight the Drift speed signs down further to try to prevent vandalism and review it again. Action Cllr Woodman
	55.2	To review the decision made last year to remove the old swings and following the last PFMC meeting/review. To receive and note Clerk report and recommendation on removal of swings and and for PFMC to make arrangements to remove asap, herewith. The Clerk report was received and noted. It was noted that the RoSPA report which the previous decision was based upon had not changed and in this case the decision should be carried out. Cllrs from the PFMC made representations that residents did not want them to be removed from that area. The Clerk re-iterated the advice to decommission the item is due to stability and safety of the structure. A proposal was made and agreed for the PFMC to investigate a repair or to decommission them as they are before the end of the financial year. Also, if agreed, to present a plan to replace them to have swings situated in that area. The Clerk stated that this was against her advice as per the report. Action PFMC / Clerk

Signed by Chairman _____ Date _____

	55.3	To note Mick George (increased) grant application made for electricity supply at the playing field was unsuccessful. To discuss and agree to resubmission to next available fund and agree amounts. This was noted. It was agreed that another application, this time to Augean, will be submitted by 16/11/22 at the lesser amount for single phase electricity supply, as previously agreed by full council, and the ongoing situation regarding the cricket club will be clarified. Action Clerk, PFMC
22/56	REPORTS FROM REPRESENTATIVES	
	56.1	Trees and Greens Working Party (Cllr Bates, Cllr Green, Cllr Holwell, Cllr Mountain) a) To note and receive tree survey report and 2 actions, sent to TAGWG 25/7/22. The working party will meet to review the report and decide on budget bid and what work needs doing by Leics Gardens. Action TAG b) To note Oak tree in place and decide on plaque purchase, idea sent 25/7/22. It was noted that the Oak tree is not worth moving however position will be reviewed. Action TAG c) To note Leics Gardens to cut Spring Close and path twice a year, as agreed previously. It was agreed TAG will meet to discuss and update the contractor.
	56.2	Checkers reports/village maintenance a) To receive checker report for July, August and September. (Cllr Cherry was September checker and Cllr McAllister for October, notified) and agree any actions/expenditure. Some reports have not been received and they will be chased to ensure October is completed. Action Clerk/Cllr McAllister b) To receive update on pond risk assessment and new, deep-water signs installed. This was received and noted. Thanks to Cllr Woodman for doing the work. c) To receive update on the de-fib code and agree payment for electricity to shop owners. It was noted that the code will remain the same to avoid any confusion by known operators. It was agreed to pay £25 to the shop for the electricity and review amount next year. Action Clerk
	56.3	Village Hall. To receive and note update. An update was given following the recent meeting. Talks are centring around joint management of the hall and a new venue at the old school site.
	56.4	Vehicle Activation Devices and Traffic Working Group (Cllr Green and Cllr Woodman). a) To receive and note any update on Community Speedwatch Scheme There are no volunteers and no support for this. b) To note application for new MVAS submitted and decision to award grant of £2875 given. MVAS ordered and repairs to other one. This was noted. Any surplus grant money to be checked against agreement for use. Action Clerk/Cllr Woodman to install
	56.5	Joint Action Group/Police Liaison Representative (PLR) Cllr Mountain. To note meetings suspended at present. To note feedback from Police, Fire and Crime Commissioner meeting attended by Cllr Mountain. Cllr Mountain reported a useful meeting and lots of initiatives around prevention of violent crime and children into crime, ANPR car recognition and arrests.
22/57	ALLOTMENTS	
	57.1	To receive (verbal) update from Allotment Manager, P Bates. Mrs Bates explained the Damson tree still needs attention and will be chased up.
22/58	VILLAGE WELCOME LETTER	
	58.1	To receive and note latest letter now circulated and in use. This was noted. No response has been received. It will be sent to Estate Agencies. Action Cllr Nicol
22/59	PLANNING	
	59.1	To receive and note minutes from Planning Committee meeting on 11/7/22, herewith, and responses and update following latest meeting on 5/10/22. These were received and noted. A verbal update was given on the recent meeting.
	59.2	To note update on rebuild of Polish war memorial project – planning condition met. Cllr Lawson gave an update and reported the inscription is to be agreed and funding is hopefully in place. Spring start still planned.
	59.3	To decide and note response to application NE/22/00970/FUL to build 3 x new dwellings with private gardens and with new access drive off Orchard Way on land adjacent Orchard Way. Deadline extended. Circulated, with response to previous application. Planning Dept notified of delay and likely response.

Signed by Chairman _____ Date _____

		The Parish Council agreed with the Planning Committee view that this application does not change their previous comments on parking/turning as this is for less houses.	
22/60	CLERK CORRESPONDENCE /INFORMATION TO NOTE: a) To note Queens Green Canopy free tree packs still available and also new focus session planned on 11/10/22 Cllr Woodman will try to attend the WNC briefing and report back. b) To note Help for Households' toolkit available – posted to FB and circulated – and decide if any other action needed. See training item above. This was noted. No further action was agreed. c) To note feedback from Community Safety Charter briefing and communication, herewith, and decide whether to sign up This was noted and agreed to sign up to the toolkit. Action Clerk		
22/61	ORDERS FOR PAYMENT		
	Payments were all agreed to be made/made as follows; some carried over from September meeting that was postponed that were paid but must be ratified.		
	61.1	Reimburse Clerk for HP ink plans. New one started for e printer increased to £4.49 pm July and August plus over and above contract costs of £39.50. Clerk plan revised/shared with other PCs £12.06 July and August	£72.60 paid (£9.50 o/paid, deducted below)
	61.2	Reimburse for ink plans x 2 £4.49 plus £12.06 for September	£16.55 less £9.50 = £7.05
	61.3	HMRC employer/ee payment for September and October	£15.70 paid and £13.70 Oct
	61.4	Clerk mileage for July/August/September	£8.10 paid plus Nil Sept
	61.5	Reimburse Clerk for Danger, deep water signs	£9.77 paid
	61.6	PDF simpli – pdf file merging, converting, editing £3.95 pm reimburse Clerk Aug and Sep	£3.95 paid
	61.7	SSE Electricity bill as per contract paid in August and September, plus October tbc	£116.08 £121.96 paid £122.64 Oct
	61.8	Leics Gardens grass cutting as per contract paid in August plus new invoice 22/182	£570 paid plus £285
	61.9	Room hire, village hall	£38 paid
	61.10	External auditor fee	£360 paid
	61.11	SSE, Electrical testing, as previously agreed	£1404 paid
	61.12	Eon for maintenance contracts	£282.60 paid
	61.13	Invoice from Caretaker for July, August and September	£200 £100 Sept paid
	61.14	Reimburse Cllr Lawson for planning condition discharge fee	£58 paid
	61.15	Dunster House for gazebo balance payable, paid 5/8	£941.98 paid
	61.16	K Cox for gazebo fittings, paid August	£81.29 paid
	61.17	NNC for bin emptying	£95.26 paid
	61.18	R Peace for tree survey, previously agreed, paid 5/8/22	£350 paid
	61.19	Payment to R Dhillon for electricity for de-fib	£25
	61.20	Eon replacement of column, previously agreed	£1210.80
	61.21	Clerk salary paid 30/9/22 and October £843.70 plus £26 home office less HMRC tax/Ni £3 payable 31/10/22	£863.96 30/9 £866.70 31/10
	61.22	J Rawlinson, playing field contractor, parts	£30.47
	61.23	S Woodman The Drift and playing field maintenance	£69.74 and £284.95
	61.24	VisionICT for contractual domain renewal biannually	£78
	61.25	Clerk reimbursed for poppy wreath	£50
22/62	RECEIPTS	To note income received; hire of playing field from WPFC for August and September VAT reclaim expected	£225 Aug and £180 Sept £6652.83
22/63	DATE OF NEXT MEETINGS It was noted that the date of the next Parish Council meeting is Monday 14 th November 2022 at 7pm. Next PFMC meeting is 3 rd November 2022. Next Planning Committee meeting 14 th November 2022 at 6pm. See website for details. www.eastonthehill-pc.gov.uk for any changes.		

Signed by Chairman _____ Date _____