

Minutes of the Annual Meeting of Easton on the Hill Parish Council

held on 17th May 2023 at 7pm in the Village Hall, Easton on the Hill

Present: Cllr Bates, Cllr Holwell, Cllr Green, Cllr Lawson, Cllr McAllister and Cllr Nicol.

Clerk: J Rice and members of the public; 2

23/17	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 <i>sign the Declaration of Acceptance</i> and chair this meeting.</p> <p>There was one nomination for Cllr Nicol to be Chairman. This was seconded and he was unanimously voted in. Cllr Nicol signed the declaration of acceptance.</p>
23/18	TO ELECT A VICE CHAIRMAN
	<p>There was one nomination for Cllr Watson to be Vice Chairman. This was seconded and he was unanimously voted in. Cllr Watson was not present and will sign the declaration of acceptance next time.</p>
23/19	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).</p> <p>There were no declarations of interests made.</p>
23/20	APOLOGIES FOR ABSENCE. To receive apologies sent to the Clerk.
	<p>Apologies were received from Cllr Firth, Cllr Watson, Cllr Woodman and Ward Councillor, Helen Harrison. (Cllr Green sent belated apologies).</p>
23/21	PUBLIC PARTICIPATION
	<p>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.</p> <p>Chairman to remind Councillors of one of the Seven Nolan Principles of Public Life.</p> <p>The members of public were just observing. The Chairman reminded the Councillors of the important principle of openness and transparency in all the council does.</p>
23/22	MINUTES OF THE LAST MEETING (previously circulated)
	<p>To confirm as correct the record of the minutes of the meeting held on Wednesday 12th April 2023, previously circulated. Chairman to sign.</p> <p>The minutes were agreed as a true record and duly signed by the Chairman.</p>
23/23	MATTERS ARISING from previous meeting. There were none.
23/24	GOVERNANCE AND FINANCE
	<p>24.1 To review and agree all committees' and working group's members, herewith.</p> <p>The members were reviewed and agreed, with Cllr Mc Allister joining the PFMC and Cllr Mountain joining the staffing committee, plus Cllr Firth being the Local Area Partnership/JAG representative.</p>
	<p>24.2 To review committees' terms of reference and resolve any changes, herewith, for Planning, PFMC. (Complaints, Finance and Staffing Committees to be carried over.)</p> <p>The PFMC terms of reference were discussed as per the proposed terms circulated. The changes of member numbers and inclusion of sports club, voting and quorum (no change) were agreed. The Planning Committee terms of reference were agreed as proposed. New terms of reference will be uploaded to the website. Action Clerk</p>
	<p>24.3 To receive, review and agree to adopt Financial Regulations and Standing Orders, herewith.</p> <p>These were received, noted and adopted and will be uploaded. Action Clerk</p>
	<p>24.4 To review Councillor finance internal control checkers, currently as per monthly defib checker.</p> <p>It was agreed to maintain the current system of checkers.</p>
	<p>24.5 To agree notice board controller for minutes, agendas etc</p> <p>Cllr Lawson agreed to continue with this, with Cllr Mountain as back up.</p>

Signed by Chairman _____ Date _____

	24.6	To agree any new bookings for training for Councillors and Chairmen. The lists of training will be reviewed and any requests considered next meeting. Action All
	24.7	To review Council's annual risk assessment, herewith. This was reviewed and agreed.
	24.8	To check bank signatory Councillors and arrange for more if needed. This was reviewed and deemed adequate.
	24.9	To receive AGAR internal audit report and resolve any actions, herewith. The report was received and noted with no concerns raised.
	24.10	To review AGAR Governance Statements and Chairman and Clerk to sign the form, herewith. The statements were read and the form completed and signed.
	24.11	To review AGAR Accounting Statements and Chairman to sign the form, previously circulated and herewith. The statements were reviewed and agreed and signed.
	24.12	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 noted, and the public notice will be placed for 5/6/23. All AGAR forms to be submitted and displayed/posted to website. Action Clerk/Cllr Lawson.
	24.13	To receive and review asset register for renewal notice for Gallagher insurance (in long-term agreement), against the budget and decide to accept, circulated. The updated asset register was received and noted and a query was raised with the village signs. The insurance recommendation to stay with Gallagher in the long-term agreement was agreed. Action Clerk
	24.14	To receive finance report for April and resolve any queries, herewith. The report was received and noted with no queries. Report below at end of minutes.
	24.15	To receive feedback from the Annual Parish Meeting and resolve any issues arising. The feedback was positive, and praise was received from Ward Cllr Helen Harrison. There was a suggestion that it be held on a separate night next year to avoid rushing and to allow time for relaxed interaction afterwards/before the meeting.
	24.16	To review action plan and agree any other future projects for 23/24, herewith. The updated action plan was received and noted, with the additions of more LED lights, land registration and bus shelter repairs, plus PFMC future projects. Cllr Nicol will tidy it up and re-circulate. Action Cllr Nicol
	24.17	To receive and note update on Councillor vacancies and request for bi-election/vacancy notice. The Clerk said the advice that there had been no call for an election was only received that day and so no co-option notice had been placed. It is a requirement to place an advert and then co-opt. This will be done asap and co-option at the June meeting. Action Clerk
	24.18	To note auditor advice to only have PC items on expenses claim forms and to avoid Cllr claims if can. This advice was noted.
	24.19	To agree to Clerk getting service for laptop due to battery power issues. It was agreed that the Clerk should get feedback and a proposal for a future meeting. Action Clerk
23/25	PLAYING FIELD MANAGEMENT COMMITTEE (PFMC), CRICKET CLUB AND THE DRIFT	
	25.1	To receive latest PFMC minutes if available from meeting on 12/5/23 and update from the Chairman and resolve/agree any queries, herewith, including; <ul style="list-style-type: none"> a) car park expenditure/plan of action It was noted that the car park is being addressed by getting a professional expert to make a report on how best to solve the issues. b) note survey/questionnaire The survey and questionnaire will be distributed to all residents at the end of May and feedback analysed at the end of June/early July. c) agree power supply project balance of payment split of £1639.50 – noted and a final invoice will be sent. It was agreed that the CTP should be from PFMC budget but this will all be reviewed when the Cricket Club impact is known. d) grant from Football Foundation – this will be accepted and new goals purchased. Action Clerk/PFMC/Cricket Club

Signed by Chairman _____ Date _____

	25.2	<p>To receive and note Cricket Club situation on accounts and minutes from AGM if available, plus rent invoice paid and resolve any queries and changes. To resolve whether to split charge of £428 for registering lease 50/50 with Cricket Club, as per lease itself.</p> <p>Feedback from the meeting was received and noted. It was agreed that an action plan is needed now it is known that the Cricket Club cannot continue. This will be advertised in What's on the Hill and if no last-minute help materialises, the club will be wound up and the lease terminated. The registering of the lease will be investigated to see if it can be stopped but the bill to date will be met by the Cricket Club as they've agreed. The assets and monies will be distributed as the current committee agree and a decision made about their pavilion. A separate meeting may be needed to discuss the implications of handover. Action Clerk/PFMC/Cricket Club</p>
	25.3	<p>To receive and note Family Day on 17/6/23 from 12 midday by Wittering Premier Football Club and community team, plus BBQ and games/bar. Details of this were received and noted. The Cricket Club pavilion insurance and bar licence is apparently still in place and valid.</p>
23/26	REPORTS FROM REPRESENTATIVES	
	26.1	<p>Trees and Greens Working Party</p> <p>a) To receive feedback from Big Help Out/Spring Clean day on 8/5/23. It was noted that this was very well supported and was very productive.</p> <p>b) To receive and note feedback re "Nature Recovery" from Rockingham Forest Vision visit and agree any actions, considering possible Nature Recovery Group. Cllr Nicol reported on the Rockingham Trust Vision and a further visit to the Woodland Area is planned for 14/6/23 and advice will be given then on the area's potential for more nature recovery projects. A working party is planned with residents, and this work may be added to the Trees and Greens Group in time. Action Cllr Nicol, PFMC Woodland members A council tree is reported to be overhanging a private garden and this will be checked out and advice circulated. Action TAG</p>
	26.2	<p>Checkers reports/village maintenance</p> <p>a) To receive checker report for April and address any issues raised. The checks were done with no issues reported. Cllr Watson is May checker. Action Cllr Watson</p> <p>b) To receive detailed proposals re fencing from Cllr Woodman and agree, herewith/circulated. To note old fencing to replace other broken fencing reported. The proposal was received, noted and agreed. Action Clerk/Cllr Woodman</p> <p>c) To note Polish War Memorial build progress and discuss/agree plan of action regarding event in September, PC/insurance etc. Cllr Lawson gave an update which was received and noted, mainly that it could be under budget due to volunteers and donations. There will be a VIP lunch and dedication ceremony/re-enactment in September with the event closing the road for access to Spring Close. The insurance plus costs to close the road needs to be checked again in respect of exceptions that are not covered. Action Clerk</p>
	26.3	<p>Village Hall. To receive and note latest update, herewith. There was no update available.</p>
	26.4	<p>Vehicle Activation Devices and Traffic Working Group.</p> <p>a) To receive and note latest data from devices. There was no further data available.</p>
	26.5	<p>Joint Action Group/Police Liaison Representative (PLR) To receive latest report from meetings. See below.</p>
	26.6	<p>Local Area Partnership (LAP) To receive and note feedback from first LAP meeting at North Northants, Cllr Firth, circ and herewith. Cllr Firth circulated an update which was received and noted. This project appears to be merging with the JAG.</p>
23/27	ALLOTMENTS	
	27.1	<p>To receive any update from Allotment Manager, P Bates. To note Damson tree to be checked. P Bates said there is a half plot vacancy which is being advertised.</p>
23/28	COMMUNITY ENGAGEMENT	
	28.1	<p>To receive and note request to have a stall at the gala on 29/5/23 and plan content, rota etc. Cllr Firth offered. The request was received and noted and also that K Cox will man a PFMC stall and Cllr Firth will help. Action Cllr Firth/K Cox</p>

Signed by Chairman _____ Date _____

23/29	PLANNING	
	29.1	To note minutes and/or feedback from latest Planning Committee meeting, 17/5/23. Feedback from the earlier meeting was received and noted – all applications supported.
23/30	CLERK CORRESPONDENCE /INFORMATION TO NOTE: a) Invite for Chairman to Annual Dinner at RAF Wittering on 22/6/23. It was noted that, unfortunately this year, there is no one available for this event.	
23/31	ORDERS FOR PAYMENT To agree payments to be made as follows; Payments were approved as follows;	
	31.1	Clerk reimburse for HP ink plans. New one started for e printer £4.49. Other one revised/shared with other PCs £11.69, new amount. £16.18
	31.2	HMRC employer NI payment £11.36
	31.3	Clerk mileage for April £5.40
	31.4	SSE Energy electricity bill as per contract for March 2023 and Yu Energy Direct Debit as per contract £114.46 paid £383.30 £16.92
	31.5	Leics Gardens grass cutting April as per contract £610
	31.6	Village hall, room hire £37
	31.7	J Rawlinson Caretaker invoice for April £60
	31.8	Clerk salary payable 31/5/23 £840.32 plus £26 home office less HMRC tax/NI £866.32
	31.9	National Grid for power project £13967.40 paid
	31.10	Wellers Hedley for cost of registering CC lease with land registry, pay and invoice cricket club whole amount. £428 to pay later
	31.11	Fund half of cost of power supply project shortfall, shared cost with cricket club amount tba TBC to pay later
	31.12	Reimburse Cllr Woodman for goal corners to repair community goals £46.91
	31.13	Gallagher Insurance Co £1225.60
	31.14	Clerk reimburse for stationery £47.32
	31.15	Reimburse Cllr Woodman/Clerk Spring Close project from budget/rest of grant Pay later
23/32	RECEIPTS To note income received; Hire income from WFC for April and last invoice due. £180 Reclaim of VAT from HMRC submitted and received 25/4/23 £2274.32 Rent from Cricket Club received 25/4/23 £10 Precept from NNC £38847	
23/33	DATE OF NEXT MEETINGS To note that the date of the next Parish Council meeting is Monday 12th June 2023 at 7pm. Next PFMC meeting is 6/9/23. Next Planning Committee meeting is tbc. See council website for details www.eastononthehill-pc.gov.uk	

Bank reconciliation April

B/F balance	23322.56
plus receipts to date	43402.82
receipts for month	43402.82
less payments to date	17171.01
payments for month	17171.01
Balance	49554.37
Bank statements current account	49554.37
Instant access	0
Adjustments for non cleared etc	
Agreed with above	YES

Signed by Chairman _____ Date _____

	BUDGET	ACTUAL	% spent	APR 8%
Basic payments (excluding VAT)		to date		
Staff costs inc hmrc	11500	891.06	8%	891.06
Staff other costs HO, miles, admin	470	53.94	11%	53.94
Audit, int and ext	630	320	51%	320
Memberships subs	636	543.47	85%	543.47
Insurance	1200	0	0%	0
Cllr/Clerk training	666	187.2	28%	187.2
Cllr travel	100	0	0%	
Admin, bank	400	0	0%	
Room hire	400	38	10%	38
Website & email	500	0	0%	0
Parks & Open Spaces grass, PF	2560	0	0%	0
Parks & Open Spaces grass village	1440	0	0%	0
Maintenance PF inspections	2300	0	0%	0
inspections	200	0	0%	
Asset Maintenance, grit, defib	300	0	0%	0
Trees survey/works	1100	0	0%	
Lighting, total	5940	0	0%	0
S137 payments	450	0	0%	0
Other payments (not in budget)		0	#DIV/0!	
Total payments	30792	2033.67	7%	2033.67
	Cumulative Budget	Spent		2033.67 APR
Project expenditure				
General reserves contribution	2000	0		
Devolvement	200	0		
Election build up	300	0		
Spring Close	1500	0		
Footpaths	500	0		
Playing Field	5500	0		
Total	10000	0	0	0
Other expenditure, from grants	915	0	power project	12800.45
Grand total expenditure	31707	2033.67		14834.12
Receipts ex vat reclaims				APR
Precept	38847	38847	1	38847
Allotments	145	49.5	0.341379	49.5
Bank interest		0	#DIV/0!	
Donations to PF		222	#DIV/0!	222
Grants		2000	#DIV/0!	2000
Hire income	1800	0	0	
Rent CC		10	#DIV/0!	10
Grand total income	40792	41128.5	1.008249	41128.5
VAT reclaim				2274.32
RESERVES	cash balance C/f April '23		23322.56	
Budget reserve amounts from last yr C/F	Election build up		600	
C/F	Playing field		3250	
C/F	War memorial ins claim		3435	

Signed by Chairman _____ Date _____

C/F	info board, wood	320	
C/F	grant	425	
C/F	Road safety grant	170	
	Spring close grant	500	
	Footpaths	8700	
	Earmarked		38% of total
	General	14623	precept
			51% of precept less
			projects

Totals

Notes

- 1 Basic budget is 7% spent at 8% through the year - only one month
- 2 Budget headings affected by some payments made in full.
- 3 Receipts affected by all precept payment and money towards Polish memorial
- 4 Also projects include power supply project payment, grant to be received in May.
- 5 Reserves healthy and detailed above.
- 6 Bank balance at £49k includes £39k precept and excludes £8400 grant

Signed by Chairman _____ Date _____