

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

**held on 12<sup>th</sup> June 2023 at 7pm in the Village Hall, Easton on the Hill**

Present: Cllr Bates, Cllr Green, Cllr Holwell, Cllr Lawson, Cllr Mountain, Cllr Nicol, Cllr Watson and Cllr Woodman.

Clerk: J Rice and 4 members of the public; one joined the meeting, see item 39.3

<b>23/34</b>	<b>APOLOGIES FOR ABSENCE. To receive apologies sent to the Clerk.</b> Apologies were received by the Clerk from Cllr Firth. (Cllr McAllister sent belated apologies.)
<b>23/35</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. 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. It was agreed to move the item 39.3 up the agenda and Ms Ford's application was received and noted. She explained why she wanted to be on the Parish Council, whilst just working in Easton on the Hill. Her co-option to the vacancy was subsequently voted unanimously in favour, she signed the declaration and she joined the meeting.
<b>23/36</b>	<b>PUBLIC PARTICIPATION</b>  <b>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 Councillors of one of the Seven Nolan Principles of Public Life.</b> One member of the public raised a concern about the playing field being used too much for football and not for residents of the village. The amount of traffic using the Drift, generated by the footballers, was also raised as an issue. It was noted that this has been raised before by the same resident and was duly noted again for consideration.  Another member of the public raised a point of clarification regarding item 40.1 e) and stated that the proposals have not been discussed as yet, but will be at a suitable PFMC meeting.
<b>23/37</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 Wednesday 17<sup>th</sup> May 2023, previously circulated and herewith. Chairman to sign.</b> The minutes were agreed as a true record and duly signed by the Chairman.
<b>23/38</b>	<b>MATTERS ARISING from previous meeting.</b>
<b>23/39</b>	<b>GOVERNANCE AND FINANCE</b>
	<b>39.1</b> <b>To receive finance report and internal checks feedback for May and resolve any queries, herewith.</b> The report and the checks were received/carried out and noted, and no concerns raised. A query regarding a possible delay for the code of the defib was raised and it was clarified that residents are always encouraged to dial 999 before any attempt to use the defib is made. If appropriate, the defib will be deployed and the caller told how to use it. It was noted that the issue with the sharp fittings at the foot of the gazebo legs has been addressed following the recent incident.
	<b>39.2</b> <b>To receive revised action plan for 23/24 and agree, herewith.</b> The revised action plan was received and noted, with the clearer red and green annotations, and adopted.
	<b>39.3</b> <b>To receive and note co-option application(s) and resolve to co-opt as per the policy, herewith.</b> See above.
	<b>39.4</b> <b>To receive and note advice on Clerk's laptop and agree action/expenditure.</b> The Clerk explained the quotes and advice received on replacing or repairing the PC laptop. It was agreed to repair it on cost and recycling benefits, and this will be arranged. <b>Action Clerk</b>
	<b>39.5</b> <b>To receive and note terms of reference for committees for review; Staffing, Complaints and Finance, and adopt. To follow.</b> The reviewed terms were received and noted and duly adopted. <b>Action Clerk</b> to upload.
	<b>39.6</b> <b>To note insurance premium paid and village signs information confirmed.</b> This was duly noted.

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

	39.7	<b>To note AGAR forms submitted and notice period for the public to inspect the accounts in place 5/6/23 to 14/7/23.</b> This was duly noted and relevant AGAR forms to be displayed. <b>Action Cllr Lawson</b>
	39.8	<b>To note asset checks are due by Councillors on all parish assets, as per list, herewith.</b> The need for the checks was noted and the previous checkers will do them again. <b>Action Clerk</b> to send reminder.
23/40	<b>PLAYING FIELD MANAGEMENT COMMITTEE (PFMC), CRICKET CLUB AND THE DRIFT (Cllr Bates, Cllr McAllister, Cllr Watson and Cllr Woodman)</b>	
	40.1	<b>To receive update from the PFMC including;</b> The following was noted as an update although there has been no further PFMC meeting since the last PC meeting. <ul style="list-style-type: none"> <li>a) power supply project near completion and costs summary, herewith. In Parish Council name and standing charges payable by Parish Council. It was further noted that the cable is in and the meter is awaited for final connection/supply. <b>Action Clerk</b></li> <li>b) development survey/questionnaire delivered and 1 survey from the fete was noted, plus 3 separate emails with views sent in. Plus, charges for QR code/online survey, £100 was agreed to be paid. It was noted that the forms from the shop will be collected and that so far 18 had been completed/received online. They will be summarised to date. <b>Action Cllr Watson/K Cox</b></li> <li>c) Noted that grant from Football Foundation for goals accepted and purchase in hand. <b>Action Cllr Watson.</b></li> <li>d) RoSPA inspection due in June – this was noted.</li> <li>e) Proposals from Wittering PFC on changes at the playing field to be discussed – it was noted that this is a future item for a PFMC meeting.</li> </ul>
	40.2	<b>To receive and note update from Cricket Club</b> The situational issues regarding the cricket club were noted as follows, and no actions agreed until the PFMC has met and discussed and a proposal to the PC agreed. The Clerk had received some information on equipment and running costs and also raised concerns regarding the administration handover and insurance cover, licence validity in the current situation and will ensure the current, liasing member is aware. A meeting to discuss will be arranged asap. <b>Action Clerk</b> <ul style="list-style-type: none"> <li>a) On winding up of the committee, including ending of the lease to be agreed.</li> <li>b) To consider a task and finish group for this project and carrying out a building survey on the pavilion once a handover is confirmed or before, plus handover of shed and equipment implications. Note costs and resolve action.</li> <li>c) To note insurance and bar license apparently still in date and valid for Family Day.</li> <li>d) To note cancellation of lease registration cost, herewith.</li> <li>e) To note details of Community Ownership Fund by DLUHC</li> </ul>
23/41	<b>REPORTS FROM REPRESENTATIVES</b>	
	41.1	<b>Trees and Greens Working Party (Cllr Green, Cllr Mountain, Cllr Holwell and Cllr Bates)</b> <ul style="list-style-type: none"> <li>a) <b>To receive feedback on overhanging tree and decide on action/expenditure.</b> The Trees and Greens Group are dealing with this and will report back. <b>Action TAG</b></li> <li>b) <b>To discuss the offer of volunteer help from CIPS and decide on action.</b> Cllr Mountain agreed to co-ordinate communication with CIPS on the jobs that are needed, eg painting of benches, bus shelter painting and Woodland Area clearing and tree watering. <b>Action Cllr Mountain</b></li> <li>c) <b>To discuss and resolve the development of Spring Close, adding a path etc, for the War Memorial event.</b> Cllr Nicol mentioned the Big Help Out feedback for a carved out path to the top and that new bark chips may be needed due to the spread from the diseased tree. <b>Action Cllr Holwell</b></li> <li>d) <b>To note any other issues and resolve action.</b> None.</li> </ul>
	41.2	<b>Checkers reports/village maintenance</b> <ul style="list-style-type: none"> <li>a) <b>To receive checker report for May and address any issues raised.</b> The checker report was received and noted.</li> <li>b) <b>To receive any update on Spring Close fencing project, Cllr Woodman.</b> Cllr Woodman explained a delay with some materials, but it was all in hand. <b>Action Cllr Woodman</b></li> <li>c) <b>To note Polish War Memorial dedication and re-enactment event road closure and insurance situation and resolve action.</b> Cllr Lawson updated the council on the event on 23/9/23 and the proposed road closure route and timings of 10.30am - 2.30pm were agreed. The closure signs will be confirmed and the timetable will</li> </ul>

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

		be circulated. The PC insurance will cover the event if needed but also the Polish Association will have insurance too. <b>Action Cllr Lawson.</b>
	<b>41.3</b>	<b>Village Hall. To note a representative Trustee is required from the Parish Council, as circulated and take any nominations and agree. Note updated committees list, herewith.</b> Cllr Green volunteered and was voted to be the representative Trustee on the Village Hall Committee. <b>Action Clerk</b> to inform C Briers.
	<b>41.4</b>	<b>Vehicle Activation Devices and Traffic Working Group. (Cllr Woodman and Cllr Green)</b> <b>a) To receive and note latest data from devices, if available.</b> There was no new data available.
	<b>41.5</b>	<b>Joint Action Group/Police Liaison Representative (PLR) and Local Area Partnership (Cllr Firth)</b> <b>To receive latest report from meetings.</b> There was no new information available.
<b>23/42</b>	<b>ALLOTMENTS</b>	
	<b>42.1</b>	<b>To receive any update from Allotment Manager, P Bates.</b> An update on the tree and vacant ½ plot was given. There was also an issue raised from a tenant concerned about non-tenants accessing the allotments site. It was agreed to put a sign up saying access only to allotment holders and a new padlock to be put on the gate. <b>Action Clerk/Caretaker</b>
<b>23/43</b>	<b>COMMUNITY ENGAGEMENT</b>	
	<b>43.1</b>	<b>To receive and note general PC feedback from the village gala/fete and resolve any issues.</b> Feedback from Cllr Firth was read out in her absence and noted. Other residents' feedback on the wider issues of a need for affordable housing, a bus service and school to attract more families was also noted. The concern over potholes is still raised and residents are to be reminded of using Streetdoctor to report them online. <b>Action Clerk</b>
<b>23/44</b>	<b>PLANNING COMMITTEE (Cllr Lawson (Chairman), Cllr Mountain, Cllr McAllister, Cllr Watson and Cllr Woodman)</b>	
	<b>44.1</b>	<b>To note minutes and/or feedback from latest Planning Committee meeting, 12/6/23.</b> Cllr Lawson gave feedback that all the new applications were supported and this was noted.
<b>23/45</b>	<b>CLERK CORRESPONDENCE /INFORMATION TO NOTE:</b> <b>a) New resident communication re village bus service FYI</b> The Clerk explained a resident was trying to get feedback from NNC on re-instating the (school) bus service and it was agreed that contact be made with NNC to support a request that a new service involving Wittering/Stamford be diverted into Easton on the Hill. <b>Action Clerk</b>	
<b>23/46</b>	<b>ORDERS FOR PAYMENT</b>	
	<b>To agree payments to be made as follows;</b> the following payments to be paid immediately or later were agreed:	
	<b>46.1</b>	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
	<b>46.2</b>	HMRC employer NI payment £tbc
	<b>46.3</b>	Clerk mileage for May £5.40
	<b>46.4</b>	Yu Energy electricity bill as per contract, paid by direct debit, plus May's bills £383.30 paid 26/5 £16.92 paid £350.22 and £17.17
	<b>46.5</b>	Leics Gardens grass cutting May as per contract Tbc and paid later
	<b>46.6</b>	Village hall, room hire, old invoice not paid 22/71 and new one 2023-191 £20 plus £46
	<b>46.7</b>	J Rawlinson Caretaker invoice for May £150
	<b>46.8</b>	Clerk salary payable 30/6/23 £840.32 plus £26 home office less HMRC tax/NI £tbc
	<b>46.9</b>	Reimburse Cllr Woodman for Spring Close fence tubes £516.05 paid
	<b>46.10</b>	SecondLife Products for Spring Close fence posts £761.28 paid
	<b>46.11</b>	Bullimores for limestone for power project £525.60 paid 28/5
	<b>46.12</b>	Reimburse K Cox for utility check for power project £32.40
	<b>46.13</b>	Clerk reimburse for tape and rope for power project £75.90 paid
	<b>46.14</b>	ICO Data Protection Registration fee by direct debit £35
	<b>46.15</b>	T Nicol reimburse for survey fee £100.20
	<b>46.16</b>	Clerk re-imburse for grass seed for power project £43.97
	<b>46.17</b>	Eon lights maintenance contract £278.40
	<b>46.18</b>	RJ Warren power project, from grant – see below £1920 inc vat

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

	<b>46.19</b>	RoSPA for play inspection	Tbc and paid later
<b>23/47</b>	<b>RECEIPTS</b>	<b>To note income received;</b> Hire income from WFC for May Cricket club balance of power project and lease due Augean final grant amount due	£90 received £2480.18 £1600
<b>23/48</b>	<b>DATE OF NEXT MEETINGS</b> It was noted that the date of the next Parish Council meeting is Monday 10 July 2023 at 7pm, the next PFMC meeting is tbc and the next Planning Committee meeting is 10 <sup>th</sup> July 2023 at 6.30pm. See council website for details <a href="http://www.eastononthehill-pc.gov.uk">www.eastononthehill-pc.gov.uk</a>		

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