

Minutes of the Easton on the Hill Parish Council meeting

held on 10th July 2023 at 7pm in the Village Hall, Easton on the Hill

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

Clerk: J Rice and 1 member of the public

23/49	APOLOGIES FOR ABSENCE. To receive apologies sent to the Clerk. There were no apologies made.	
23/50	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>Councillors to be made aware of the changes to register form. Cllr Woodman declared his role on the Wittering Premier Football Club committee and the changes form given.</p>	
23/51	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. Chairman to remind Councillors of one of the Seven Nolan Principles of Public Life. The member of public was there to listen and not for a specific item. The Chairman reminded Councillors of the need for Leadership as a principle of public life.</p>	
23/52	MINUTES OF THE LAST MEETING (previously circulated)	
	<p>To confirm as correct the record of the minutes of the meeting held on Monday 12th June 2023, previously circulated and herewith. Chairman to sign. The minutes were agreed as a true record and duly signed by the Chairman.</p>	
23/53	MATTERS ARISING from previous meeting. There were no matters arising not covered in the meeting.	
23/54	GOVERNANCE AND FINANCE	
	54.1	To receive finance report and internal checks feedback for June and resolve any queries, herewith. The finance report was received and noted and is included below. The checks are to be done after some training provided. Action Cllr McAllister
	54.2	To remind re asset checks due by Councillors on all parish assets, as per list, herewith. Councillors were made aware of asset checks to be done and Cllr Green had done hers, plus Cllr Ford offered to help with any. Action Cllrs
	54.3	To receive and note information on a Multipay card from Unity and resolve to investigate further. This was deemed a possibility and more information will be brought back to the next meeting. Action Clerk
23/55	PLAYING FIELD MANAGEMENT COMMITTEE (PFMC), CRICKET CLUB AND THE DRIFT	
	55.1	<p>a) To receive and note update on the survey/questionnaires and conclusions/summary, to take into account with b) below. Herewith. Cllr Nicol gave a summary of the results and conclusions that have been drawn from the answers - in short, there was not enough responses and therefore support or enthusiasm for using a MUGA or obtaining a loan to provide one. There were comments that could be taken forward and will be looked at in the future. It was agreed to share the results with the public. Action Cllr Nicol, Clerk</p> <p>b) To receive and note the proposal and report on a handover of the old cricket club pavilion, assets and monies to the PFMC/Parish Council and resolve to accept or not, subject to any conditions and actions, taking into account the impact on the Parish Council. To follow, after PFMC meeting on 5/7/23. The report was received and noted. It was agreed that the pavilion and associated equipment needs to be taken on by someone immediately and as it is deemed limited risk to the Council at present, ownership will be passed over and arrangements made to do a survey and then a more detailed business plan for consideration before the budget setting process in the autumn. It was agreed that</p>

Signed by Chairman _____ Date _____

		<p>the Parish Council will adopt the maintenance and insurance and other costs in the short term, with a view to a revote in November 2023 latest. Action PFMC, Clerk, PC</p> <p>c) To note the termination of the lease of land to the cricket club due to an unavoidable breach of the terms of the lease, and letter to be sent to ex committee members.</p> <p>It was resolved to send a letter to committee member to end the lease as above. Action Clerk</p> <p>d) To receive an update on the power supply project including the electricity supply contract.</p> <p>The Councillors were told the power cable was complete and suppliers were being sought – and harder than first realised. It was agreed to allow delegated authority to the Clerk to agree a best deal contract supply, even if slightly above market rates, to enable the power supply to be started. It was confirmed that the cable size was being queried by K Cox for a possible refund. Action Clerk, K Cox</p> <p>e) To receive and note an update on other relevant issues.</p> <p>The Councillors were told of a cricket club interested in hiring the pitch next season and to hold a family day on 6/8/23. This was agreed with certain conditions and will be relayed back to the club. A vote of thanks was proposed by Cllr Firth to Cllr Watson and Cllr Woodman for all their help with the PFMC as they have since resigned.</p> <p>Action Clerk</p>
23/56	REPORTS FROM REPRESENTATIVES	
	56.1	<p>Trees and Greens Working Party (Cllr Green, Cllr Mountain, Cllr Holwell and Cllr Bates)</p> <p>a) To receive feedback on overhanging tree and decide on action/expenditure.</p> <p>This will be carried forward.</p> <p>b) To receive and note feedback from volunteer help activities from CIPS and decide any actions.</p> <p>It was confirmed that the offer was only during June.</p> <p>c) To discuss and resolve the development of Spring Close, adding a path etc, for the War Memorial event.</p> <p>It was agreed that the TAG will look to arrange the bark chips for a path and £500 max was agreed as expenditure as necessary. Action TAG</p> <p>d) To receive and note feedback from the Woodland area assessment by Rockingham Vision and nature recovery opportunities.</p> <p>It was confirmed that this is now the following week.</p> <p>e) To note any other issues and resolve action.</p> <p>It was confirmed that the broken fence Top Hedges will be addressed with fencing taken out of Spring Close. Action Cllr Woodman</p>
	56.2	<p>Checkers reports/village maintenance</p> <p>a) To receive checker report for June (Cllr McAllister) and address any issues raised.</p> <p>Cllr McAllister reported on the path needing trimming at Spring Close and benches needing repainting still. Action Clerk/TAG</p> <p>b) To receive any update on Spring Close fencing project, Cllr Woodman, and help required.</p> <p>Cllr Woodman reported that this has been started after delays with deliveries. He will confirm when help is needed. Action Cllr Woodman</p> <p>c) To note Polish War Memorial dedication and re-enactment event road closure and insurance situation and resolve action, update report from Cllr Lawson herewith.</p> <p>The report was received and noted. It was agreed a sub committee would be set up to confirm PC statement re event co-operation/reenactment. It was confirmed that the road closure is in place via Porters Lane and signs would be provided by Cllr Ford. It was further confirmed that the build had started and will be done soon. The grass cutting will be requested as close to (but not on) the 23/9/23 event day. Action Cllr Green, Cllr Nicol, Clerk</p>
	56.3	<p>Village Hall.</p> <p>1) To receive and note feedback from the latest meeting/AGM.</p> <p>The feedback from Cllr Green was that a refurbishment is taking place soon with new curtains, painting, door etc and thanks were expressed to Mrs Bates for continuing to wind the clock.</p> <p>2) To note past Parish Council Chairman name boards not updated and resolve who to do.</p> <p>Cllr Nicol agreed to get the information together for the updating of names of Chairmen and Cllr Green will check if it can go back up. Action Cllr Nicol, Cllr Green</p>
	56.4	<p>Vehicle Activation Devices and Traffic Working Group. (Cllr Woodman and Cllr Green)</p> <p>a) To receive and note latest data from devices, if available.</p>

		Cllr Woodman said the data shows that those travelling just over 40mph are slowing down and there is a 10% difference in the numbers. If this continues for the 6 months data, another grant will be applied for. Action Cllr Woodman
	56.5	Joint Action Group/Police Liaison Representative (PLR) and Local Area Partnership (Cllr Firth) To receive latest report from meetings. It was agreed that NCalc will be informed of the changes in lead name. Action Clerk
23/57	ALLOTMENTS	
	57.1	To receive any update from Allotment Manager, P Bates including the locking of the gate. Mrs Bates reported that the padlock is not a popular decision with many tenants, and it was then decided that it could be used by those that felt the need to and the gate left open otherwise. Action Cllr Bates.
23/58	COMMUNITY ENGAGEMENT	
	58.1	To receive and note feedback from bus service enquiry and progress in Cambs. The no resources/commitment reply from NNC was circulated and Cllr Firth will attend the meeting at Wittering to learn about their progress and ideas. Action Cllr Firth
	58.2	To check Police Liaison Representative correspondence and new contact to be registered. See above 56.5.
23/59	PLANNING COMMITTEE (Cllr Lawson, Cllr Mountain, Cllr McAllister, Cllr Watson and Cllr Woodman)	
	59.1	To note minutes and/or feedback from latest Planning Committee meeting, 12/6/23. Cllr Lawson gave a verbal summary from the earlier meeting, in particular the application for a large B8 storage and distribution unit at Cliffe Road, that the committee resolved to object to.
23/60	CLERK CORRESPONDENCE /INFORMATION TO NOTE: the following was noted. a) D Day 80 th anniversary on 6/6/24 opportunity for lighting a Beacon as a light of peace. b) Reporting scam emails and messages c) Road closure Western Ave advance notice. d) NCalc new Association Management System – C/F	
23/61	ORDERS FOR PAYMENT	
	To agree payments to be made as follows; The following payments were agreed, subject to a check on Leicestershire Gardens' invoice for 15/5/23 and confirmation of future cuts. Action Clerk	
	61.1	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
	61.2	HMRC employer NI and tax payment £tbc
	61.3	Clerk mileage for June £5.40
	61.4	Yu Energy electricity bill as per contract, paid by direct debit. £310.32 £16.85
	61.5	Leics Gardens grass cutting 23/077 in May as per contract £765 paid
	61.6	Village hall hire £23
	61.7	J Rawlinson Caretaker invoice for June £210
	61.8	Clerk salary payable 30/6/23 £840.32 plus £26 home office less HMRC tax/NI £tbc less £HMRC from last month not deducted
	61.9	Clerk reimburse for more grass seed and padlock £52.97
	61.10	Clerk reimburse for Microsoft package x 2, Jun and Jul £5.99 £11.98
	61.11	SLCC share of membership £97
	61.12	Wellers Hedley Solicitors bill for registering lease, plus cancellation of registration invoice, paid by CC to PC £428 paid 22/6 Plus £150 plus vat to be paid
	61.13	Viking A4 paper, turn to pay, reimburse clerk £47.32
	61.14	NNC bin emptying 22/23 paid in arrears £151.28
	61.15	Society Of Local Council Clerks subs share £97
23/62	RECEIPTS	To note income received; Refund adjustment from Bullimores £7.35
23/63	DATE OF NEXT MEETINGS To note that the date of the next Parish Council meeting is Monday 11 th September 2023 at 7pm (no meeting in August normally). Next PFMC meeting is 2 nd August, tbc, next Planning Committee meeting is 11/9/23 unless another is needed beforehand. See council notice board or website for details www.eastononthehill-pc.gov.uk	

Signed by Chairman _____ Date _____

Finances**Bank reconciliation**

	April	May	June
B/F balance	23322.56	23322.56	23322.56
plus receipts to date	43402.82	52072.82	56160.45
receipts for month	43402.82	8670	4163.74
less payments to date	17171.01	22490.61	26782.87
payments for month	17171.01	5319.6	4292.26
Balance	49554.37	52904.77	52776.25
Bank statements current account	49554.37	33420.82	32700.14
Instant access	0	20000	20076.11
Adjustments for non cleared etc	£ SW	516.05	
Total bank		52904.77	52776.25
Agreed with above	YES		

	BUDGET	ACTUAL to date	% spent	25% through year
Basic payments (excluding VAT)				
Staff costs inc hmrc	11500	2583.06	22%	
Staff other costs HO, miles, admin	470	206.53	44%	
Audit, int and ext	630	320	51%	
Memberships subs	636	543.47	85%	
Insurance	1200	1225.6	102%	
Cllr/Clerk training	666	187.2	28%	
Cllr travel	100	0	0%	
Admin, bank	400	0	0%	
Room hire	400	141	35%	
Website & email	500	0	0%	
Parks & Open Spaces grass, PF	2560	350	14%	
Parks & Open Spaces grass village	1440	260	18%	
Maintenance PF inspections	2300	250.92	11%	
inspections	200	0	0%	
Asset Maintenance, grit, defib	300	0	0%	
Trees survey/works	1100	0	0%	
Lighting, total	5940	1072.06	18%	
S137 payments	450	0	0%	
Other payments (not in budget)				
Total payments	30792	7139.84	23%	

Reserves/projects SPEND	Budget	Spent	
General reserves contribution	2000	0	
Devolvement	200	0	
Election build up	300	0	
Spring Close	1500	892.13	
Footpaths	500	0	
Playing Field	5500	83.5	
Total	10000	975.63	10%
Other expenditure, from grants	915	15514	power project
Grand total expenditure	41707	23987.01	58%

Receipts ex vat reclaims

Signed by Chairman _____ Date _____

Precept	38847	38847	100%
Allotments	145	49.5	34%
Bank interest		76.11	#DIV/0!
Donations to PF		222	#DIV/0!
Grants		10400	#DIV/0!
Hire income	1800	270	15%
Rent/CC contributions		2490.28	#DIV/0!
Grand total income	40792	52354.89	128%

RESERVES	cash balance C/f April '23	23322.56
Budget reserve amounts from last yr C/F		
	Election build up	600
	Playing field	3250
	War memorial ins claim	3435
	info board, wood grant	320
	Road safety grant	425
	Spring close grant	170 spent
	Footpaths	500
	Earmarked	8700
	General	14623

Notes on budget end of June

- 1 Basic budget 23% spent at 25% through the financial year, so on track
- 2 Project budget only 10% spent (Spring Close refurb). "Other" expenditure all from grants.
- 3 Rest of project budget made up of playing field £5500, footpath £500, rest of Spring Close £600, devolvement £200
- 4 Other "projects" with monies in bank to be spent on Woodland area /notice board £320, road safety £425, playing field £3250
- 5 Reserves at start of year (above) should increase by at least £2000 built in budget, plus any surplus at end of year, if budget stuck to.
- 6 Bank balance at end of June £52700. Contains earmarked reserves of £8500 and all precept/income except hire income.
- 7 First interest for new account is £76.11

Signed by Chairman _____ Date _____