

Minutes of the Easton on the Hill Parish Council meeting

held on 9th October 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 (Chairman), Cllr Watson (Vice-Chairman) and Cllr Woodman.

Clerk: J Rice and 2 members of the public

23/80	APOLOGIES FOR ABSENCE. To receive apologies sent to the Clerk. There were no apologies for absence. All Councillors were present.	
23/81	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). Cllr Woodman re-stated his personal interest in 86.1, being a member of the Wittering Premier Football Club committee.	
23/82	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 Councillors of one of the Seven Nolan Principles of Public Life. The Chairman reminded Councillors of the principle of integrity. Mr Kevin Cox made a formal note of thanks to Cllr Lawson for his work on the recent Polish war memorial dedication and celebrations.	
23/83	MINUTES OF THE LAST MEETING (previously circulated) To confirm as correct the record of the minutes of the meeting held on Monday 11th September 2023, previously circulated and herewith. Chairman to sign. The minutes were agreed as a true record and duly signed by the Chairman.	
23/84	MATTERS ARISING from previous meeting. There were none.	
23/85	GOVERNANCE AND FINANCE	
	85.1	To receive finance report and internal checks feedback for September to assist in decision making and resolve any queries, herewith. The report was received and noted, and the Clerk did a brief summary of the current position – see end of minutes. It was noted that a formal request has been made for a donation towards the warm space initiative, however it was too late for this agenda. The Clerk asked Councillors to think of any other village groups that may also need a donation.
	85.2	To receive and note update on a Multipay card from Unity for Cllr Woodman and the Clerk. It was noted and the forms were signed at the meeting, ready to be submitted. Action Clerk
	85.3	To note issue with payment of grant for goals and suggestion from Clerk. The Clerk explained that the issue had been resolved that day due to a review of the Football Foundation's accepted banks to now include Unity Trust Bank, so the grant can be paid in. Action Clerk
	85.5	To receive bids for next year's budget from working groups/committees and discuss and agree inclusion in draft budget. The Clerk said there was a bid from the Traffic Working Group for half the cost of another speeding device, £1500 - if another grant was awarded, the Parish Council would need to pay half. The Trees and Greens Working Group bid £1100 but this was to be clarified against the current budget lines as to what is regular (maintenance based) and what is discretionary (project based) expenditure. The Playing Field Management Committee Chairman had submitted £6500 but this needed to be discussed and confirmed at their next meeting. The footpaths amount of £500 was requested to be carried over and a new amount for £600 for the registration of land project's potential costs. Action PFMC and Finance Working Group

Signed by Chairman _____ Date _____

85.6		<p>To receive feedback on training courses attended, AI for Clerk (also in E update) and Off to a Flying Start, Cllr Ford.</p> <p>Cllr Ford reported some positive feedback on the course she attended. The Clerk will circulate notes from the AI course. Action Clerk</p>
23/86	PLAYING FIELD MANAGEMENT COMMITTEE (PFMC), CRICKET CLUB AND THE DRIFT	
86.1		<p>a) To receive and note the business plan report from the PFMC and resolve whether to ratify the decision to take on the sports pavilion on a permanent basis, taking into account the total ongoing maintenance and running costs, herewith.</p> <p>The report was received and assumed read by all. K Cox explained some of the figure queries however there was still some clarification needed on the balance, surplus or deficit, although the costs are to be covered mostly by the hirers. It was accepted that assumptions regarding rental income had to be made and a balance was needed on the risks and managing those risks. The figures meant that a rental cost of £450 pm would be needed for hire of the pavilion and pitch by Wittering Premiair Football Club, or another hirer, plus the hirer also pays for the electricity and water they use.</p> <p>The current and planned refurbishment of the pavilion is to be covered by the current project budget for the PFMC/PC this year. It was noted that consideration should be given to other projects like the car park repairs, dirt track, Woodland Area. It was noted that these could possibly be covered by grants and this is being investigated.</p> <p>The running costs liability of £787 to the Parish Council can be covered within the existing budget/precept and also other football and cricket clubs have expressed an interest in hiring the facilities.</p> <p>A vote was taken, and Councillors voted unanimously to take on the pavilion on a permanent basis, on the basis and assumptions as above, and the revised figures to be ratified by the PFMC and then presented at the next PC meeting. Action PFMC</p> <p>b) To note terms of reference to be updated following decision above and in respect of council/committee responsibility for health and safety and fire risk of the buildings.</p> <p>This was noted. The Health and Safety and fire risk responsibilities were accepted as falling to the PFMC sub-group, with Clerk support. The Clerk restated the need for signed risk assessments, in particular for the regulated removal of asbestos. This was explained by Peter Nottingham, who had sought assistance from Augean and Cllr McAllister, who said he would write a risk assessment. There was more work to be done on processes and checks for fire risk assessment and general health and safety, which is now progressing.</p> <p>Action PFMC/Safety subgroup, Cllr McAllister and Clerk</p> <p>c) To note update on the car park plan to improve.</p> <p>K Cox said there was a meeting with the surveyor on 18/10/23 and it was confirmed that the cost for a survey was previously agreed, up to £1000. Action K Cox</p> <p>d) To note update on PFMC proposal to install a dirt track.</p> <p>K Cox reported that no more information was available, and the item will be deferred to the next meeting. Action K Cox and Clerk</p> <p>e) To ask for more Councillors to join as members of the PFMC and agree members.</p> <p>A request was made, and no one put their name forward. Cllr Ford said she would consider it and let the PFMC know. Action Cllr Ford</p> <p>f) To resolve whether to repair The Drift potholes, as per costs provided by Cllr Woodman.</p> <p>The costs and details were noted. It was agreed to repair the holes as part of the maintenance required from the start of the Drift up to the car park entrance gateway. Action Cllr Woodman</p> <p>g) To receive and note report on speed humps on the Drift and resolve whether to install, herewith.</p> <p>The report was received and noted. It was agreed not to install any humps due to the associated problems and legalities as highlighted by Highways.</p>
23/87	REPORTS FROM REPRESENTATIVES	
87.1		<p>Trees and Greens Working Party (Cllr Green, Cllr Mountain, Cllr Holwell and Cllr Bates)</p> <p>a) To receive and note feedback from the nature recovery meeting and agree any actions.</p> <p>The feedback from the latest meeting was received and noted, including the idea to assess all green areas and bring ideas and draft plans to the TAGWG and the next meeting.</p> <p>b) To resolve new terms of reference for the new Nature Recovery group or incorporate into trees and greens.</p>

Signed by Chairman _____ Date _____

		<p>It was decided to incorporate the new responsibilities into the existing terms of reference for the Trees and Greens group. Action Cllr Mountain and Clerk</p> <p>c) To discuss grass cutting regime at Spring Close and agree any changes for contractor.</p> <p>It was noted that this was needed for all areas of the village - except the playing field who may tender for this separately. The changes tie in with new regimes that may come from the Nature Recovery Group plans to cut and leave some areas differently to promote new wildlife and biodiversity.</p> <p>d) To receive and note any new reports from the group, including planting of tulip bulbs.</p> <p>It was noted that 250 bulbs have been kindly donated from the Polish community groups and the location was agreed around the memorial. Action Cllr Lawson/TAG</p>
87.2	<p>Checkers reports/village maintenance</p> <p>a) To receive and note feedback/review Polish war memorial event; general and financial.</p> <p>Cllr Lawson read out all of his thanks and also the words from a card he had received from an attendee and for everyone's help and support with the event. Cllr Nicol also recorded a formal vote of thanks to Cllr Lawson for his especially hard work and co-ordination of the very successful dedication of the new war memorial and marking of the special Polish WW2 anniversary. The finances were stated to have broken even to the budget, with a few remaining items to sort. Action Cllr Lawson/Clerk</p> <p>b) To receive checker reports for September and address any issues raised. Checker for October is Cllr Holwell.</p> <p>Cllr Woodman carried out the checks and recorded no problems. An issue with the very overgrown state of the path/cycleway from Easton to Stamford was raised and will be reported to Fixmystreet. Action Cllr Woodman</p> <p>c) To note annual asset checks done by Cllr Lawson, Cllr Green, Cllr Mountain and Cllr Woodman. War memorial and bins in progress, plus bench at PF.</p> <p>It was noted that most annual checks were done now. The war memorial will be cleaned up for Remembrance Sunday and will be surveyed for future stone works needed. Action Cllr Nicol</p> <p>d) To receive and note update on the development of Spring Close and financial status.</p> <p>It was noted that the refurbishment costs, when updated, was just £34.29 overspent of the £1500 budget.</p>	
87.3	<p>Village Hall.</p> <p>1) To note update on names for boards and agree action.</p> <p>It was noted that there is a lot of time and work involved in seeking names of ex Chairmen however the Village Hall committee will be asked if they still want the boards putting up. Action Cllr Green</p>	
87.4	<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> <p>Cllr Woodman had circulated some data that showed the constant and increasing flow of traffic and will continue to check speeds.</p> <p>b) To receive information on the previous grant and request to repay remainder.</p> <p>The Clerk stated that £424 is leftover and a request to repay it was received. She has asked if it can go towards a new device/application for a grant and has not had a reply. Cllr Woodman said that new, extra batteries would be useful and would look at costs and purchase. Action Cllr Woodman</p>	
87.5	<p>Joint Action Group/Police Liaison Representative (PLR) and Local Area Partnership (Cllr Firth)</p> <p>To receive latest report from meetings.</p> <p>Cllr Firth has not been to any meetings recently. The Clerk mentioned the LAP website may be useful to check. Action Cllr Firth</p>	
23/88	ALLOTMENTS	
88.1	<p>To receive any update from Allotment Manager, P Bates including telephone details for a Whatsapp group.</p> <p>Mrs Bates gave a verbal update and stated that the tenants she had asked were not interested in a Whatsapp group but she will continue to ask everyone, as the Clerk had had a request for better communications. Action P Bates</p>	
23/89	THE BRIERS MAINTENANCE COSTS/PRECEPT QUERY	
89.1	<p>To receive updated information on additional costs to take on The Briers lighting/maintenance, herewith.</p> <p>The Clerk's report was received and noted. The Clerk stated that some information was still outstanding and some costs for the transfer of lights from a meter to the Parish Council account</p>	

Signed by Chairman _____ Date _____

were not yet known. There is also a discrepancy with the information on previous streets being added to the inventory of lights paid for the Parish Council however on principle the council voted to pay for the electricity and maintenance of the Briers' lighting, with residents paying the changeover costs to transfer it to the PC's account. **Action Clerk**

23/90	COMMUNITY ENGAGEMENT	
	74.1	C/F To receive and note feedback from Wittering PC meeting from Cllr Firth and resolve whether to conduct a survey on need/requirements in Easton on the Hill. Cllr Firth updated the council on the meeting she attended and that the Wittering/Castor/Ailsworth bus service project that has advanced too far for Easton to join it now. A survey was discussed as this would be the first step in establishing the need in the village. It was decided to investigate the Call connect service more first, to see if this can be improved/enhanced instead. Action Cllr Firth
23/91	PLANNING	COMMITTEE (Cllr Lawson, Cllr Mountain, Cllr McAllister, Cllr Watson and Cllr Woodman)
	91.1	To note minutes and/or feedback from latest Planning Committee meeting on 9/10/23. Cllr Lawon gave an update on the applications and issues from the last meeting.
23/92	REMEMBRANCE	DAY
	92.1	To receive and note feedback on the Remembrance Day arrangements and war memorial survey. Cllr Nicol explained a wreath has been purchased already and that the war memorial will be cleaned up for the usual arrangements and dedication.
23/93	CLERK CORRESPONDENCE /INFORMATION TO NOTE: a) Greenway Strategy consultation opportunity – Cllr Woodman (link to footpaths project budget?) The Clerk confirmed the information had been sent to Jo Willis who is involved in lots of similar cycleway projects. Cllr Watson said he is also a link person on this now and can report back on progress.	
23/94	ORDERS FOR PAYMENT	
	To agree payments to be made as follows; The following payments were agreed to be paid as follows:	
	94.1	Clerk reimburse for HP ink plans. E printer £4.49. Other one revised/shared with other PCs £11.69 Plus an extra £6 over the plan in October. £16.18 plus £6
	94.2	HMRC employer NI payment for October £11.36 tbc
	94.3	Clerk mileage for Sept, including NCalc conference travel. £34.20
	94.4	Yu Energy electricity bill as per contract, paid by direct debit. October 2023 £16.85 plus £314.76
	94.5	Leics Gardens grass cutting bill 23/145 for cuts in Aug £460
	94.6	Village hall hire £23
	94.7	J Rawlinson Caretaker invoice for Sept £30
	94.8	Clerk salary payable 31/10/23 £840.32 plus home office £26 £866.32
	94.9	Clerk reimburse for Microsoft package October £5.99 £5.99
	94.10	SRP Hire Solutions Ltd for PF septic tank empty, paid £144 paid
	94.11	Clerk re-imbure for H and S items £34.98
	94.12	Productive Design for interpretation boards on new war memorial £810 paid
	94.13	NCalc for new Councillor training course £57.60
	94.14	Clerk re-imbure for wreaths x 2 £40.00
	94.15	Earth Anchors Ltd for 2 new benches at Playing Field £1070.40 pay on delivery
	94.16	Steve Rudkin shower connection and PAT testing of pavilion £666
23/95	RECEIPTS	To note income received; History Group donation for Polish event £540 Wittering Premiair FC hire costs for September, to come £180 First to Fight Polish group donation £270 Payment from WPFC for shower block, to come £120
23/96	DATE OF NEXT MEETINGS The dates of the next meetings were noted - Parish Council meeting is Monday 13 th November 2023 at 7pm. Next PFMC meeting is 18/10/23, and the next Planning Committee meeting is 13/11/23 unless another is needed beforehand. Staffing and Finance working group meetings were arranged for 30/10/23. See council notice board or website for details www.eastononthehill-pc.gov.uk	

to date

Signed by Chairman _____ Date _____

Finances to end of September 2023

Basic payments (excluding VAT)

Staff costs inc hmrc	11500	5156.46	45%	
Staff other costs HO, miles, admin	470	436.51	93%	Budget below too *
Audit, int and ext	630	635	101%	Early in year loaded
Memberships subs	636	675.47	106%	Early in year loaded
Insurance	1200	1225.6	102%	Early in year loaded
Cllr/Clerk training	666	187.2	28%	
Cllr travel	100	0	0%	
Admin, bank - in above *	400	0	0%	Payments all in above admin
Room hire	400	187	47%	
Website & email	500	18	4%	End of year payment due
Parks & Open Spaces grass, PF	2560	1675	65%	
Parks & Open Spaces grass village	1440	920	64%	
Maintenance PF	2300	1026.65	45%	
inspections	200	192	96%	
Asset Maintenance, grit, defib	300	283.32	94%	
Trees survey/works	1100	0	0%	No works needed as yet
Lighting, total	5940	2243.52	38%	
S137 payments	450	0	0%	Warm space to come?
Other payments (not in budget)		0	#DIV/0!	
Total payments	30792	14861.73	48%	

Reserves/projects SPEND	Cumulative Budget	Spent	
General reserves contribution	2000	0	
Devolvement	200	0	
Election build up	300	0	
Spring Close	1500	1334.33	
Footpaths	500	0	?
Playing Field	5500	651.59	More expenditure to come
Total	10000	1985.92	20%
Other expenditure, from grants	915	24188.62	power project
Grand total expenditure	41707	41036.27	98%

Receipts ex vat reclaims

Precept	38847	38847	100%
Allotments	145	55	38%
Bank interest		212.46	#DIV/0!
Donations to PF		222	#DIV/0!
Grants/Polish		13478.6	#DIV/0!
Hire income	1800	675	38%
CC contributions/grant credit		5241.26	#DIV/0!
Grand total income	40792	58731.32	144%

Notes

Basic budget 48% spent at 50% through the year

Notes alongside different budget lines on variances

Assuming warm spaces donation to be requested from S137

Are there any other village groups requiring funds?

Project spend low atm. Spring Close nearly all spent. Footpaths not started/planned. Playing Field expenditure expected for pavilion refurb.

General reserves expected to be approx 16k depending upon expenditure against budget.

PLAYING FIELD BUDGET

Basic spend _____ grass cutting, maintenance _____ at 58% spent end of September

Signed by Chairman _____ Date _____

Project spend against £8750
Expenditure to come

pavilion, car park
benches
elecs
roof
car park survey
car park repairs
locks
shower/tank

7% spent to end of September

£892
555
2150 ?
800
?
240
200
£4,837
655 **spent**
£5,492

Signed by Chairman _____ Date _____