

Minutes of the Easton on the Hill Parish Council meeting

held on 13th November 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 Nicol (Chairman) and Cllr Watson (Vice-Chairman).

Clerk: J Rice and 3 members of the public. Mr K Cox, Mr P Nottingham, Mrs J Ward.

23/97	APOLOGIES FOR ABSENCE. To receive apologies sent to the Clerk. The Clerk received apologies from Cllr Mountain and Cllr Woodman. Cllr McAllister was not present.	
23/98	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.	
23/99	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 members of the public present asked to input to items on the agenda at the time they are addressed and this was agreed. The Chairman reminded everyone of the principle of objectivity. He also stated that there were concerns over some behaviours and communications occurring that was making the operation of the council more difficult that he thought it needs to be and these are to be avoided in future. He asked everyone to bear in mind 3 Ps: keep a broad perspective, be pragmatic and don't personalise debates.	
23/100	MINUTES OF THE LAST MEETING (previously circulated) To confirm as correct the record of the minutes of the meeting held on Monday 9TH October 2023, previously circulated and herewith. Chairman to sign. The minutes were agreed as a true record and duly signed by the Chairman.	
23/101	MATTERS ARISING from previous meeting. There were none.	
23/102	GOVERNANCE AND FINANCE	
	102.1	To receive finance report and internal checks feedback for October and resolve any queries. The report was received and noted and also that the internal checks are in hand. There were no queries raised.
	102.2	To receive and note draft budget, herewith, and a proposed precept of £40012, and discuss and agree with any changes. The draft budget was received and noted from the Finance subgroup who had met, having had a staff meeting too, about reinstating the Clerk's hours worked to the level when she started the job. It was recognised that the playing field bid was the biggest chunk of the new project budget at £6750 for repairs/refurb, with around 3k to carry forward from this year. The other bids for a speed camera and land registration are included, with footpaths for £500 carried over. Cllr Bates questioned the Clerk's hours again and the Clerk explained the situation again. It was agreed to put the Clerk hours back up from 52pm to 57pm including annual leave (59pm previously) from April 2024 and pay for any extra due in the meantime. It was noted that the additional hours included in the playing field pavilion running costs will be moved to the salary line for budget monitoring in future. It was noted that the reserves levels had now been built up sufficiently. The proposed budget and precept increase of 3% to £40012 was agreed. Action Clerk
	102.3	To receive feedback on AI training course attended by the Clerk, circulated, and note new meeting date of task group. The Clerk had circulated some notes on the latest taskforce session and outlined where there may be benefits to the Council in the future. This was noted.
23/103	PLAYING FIELD MANAGEMENT COMMITTEE (PFMC)	

Signed by Chairman _____ Date _____

		<p>a) To receive and note the revised business plan and report from the PFMC on the running costs etc of the pavilion and resolve to accept or not, herewith.</p> <p>The revised business plan was received and noted. K Cox explained that some capital costs had been reduced due to asbestos removal being done by an experienced villager. Also, that a grant application will be submitted for the £6750 pavilion refurb costs. K Cox then queried the Caretaker and Clerk's hours also and this was clarified. It was explained that the income had been changed due to a reduction in the planned hire costs for the pitch and pavilion by sports clubs and third parties and the investment stated what the clubs will do themselves. It was agreed to retain caretaker hours in the running costs as volunteers may not be willing and available as expected in the future. The business plan was accepted, with the permanent responsibility for the pavilion as per estimated costs, assumed income and maintenance and repairs responsibilities.</p> <p>b) To note terms of reference (ToR) to be updated following decision to take on the pavilion and in respect of council/committee responsibility for health and safety and fire risk of the buildings. To discuss any other changes to the ToR, as requested by the PFMC.</p> <p>It was noted that K Cox suggested that the terms of reference should be reviewed but also the roles and responsibilities of those involved. He suggested this should be via the staffing committee but it was decided this was not appropriate and that a joint meeting with PFMC members, Parish Council Chairman and Vice Chairman and the Clerk should be held to discuss the terms of reference and ways of working together going forward. Action PFMC/Cllrs/Clerk</p> <p>c) To note update on the car park repairs after survey completed and report.</p> <p>It was noted that a survey has been done but no report received as yet.</p> <p>d) To note update on PFMC proposal to install a dirt track.</p> <p>K Cox advised that the parents involved are working to overcome the "obstacles" and a detailed plan will be forthcoming. Action K Cox to liaise</p> <p>e) To receive and note update, to follow, from the subgroup/Clerk on the legal health and safety and fire risk responsibilities, including the asbestos removal advice from insurers. Resolve action.</p> <p>The current situation was received and noted, as outlined by the Clerk, to inform Councillors of the potential fire and safety issues at present. K Cox stated that risk assessments are in progress. The Clerk had also done a risk assessment for the current hirers – not yet used. The Clerk confirmed that the council insurers will not cover a volunteer committee member doing the removal of the asbestos, despite it being white asbestos and receiving the method statement and risk assessment, and that a private contractor was recommended. The Clerk suggested that it can be done by a private contractor, with their own insurance separate from the Parish Council, and so P Nottingham could submit a bid for the work. Peter was happy to do this and it was agreed by Council.</p> <p>Action P Nottingham/Clerk</p> <p>f) To receive and note update on hire agreement of pavilion and pitch to sports clubs and payment of hire of pavilion and pitch.</p> <p>K Cox stated that a hire agreement of the pavilion was not yet in place but had been started.</p> <p>Action PFMC</p> <p>g) To receive and note more updates as relevant ie planning permission needed, grant application/CTP completed, insurance increase/new assets from cricket club, caretaker has ended his contract from January.</p> <p>Updates as above were received and noted. Action Cllr Lawson and P Nottingham on planning</p>
23/104	THE DRIFT	<p>a) To receive and note update on filling of potholes and if existing material can now be used.</p> <p>It was agreed to keep the arrangement as it was, leave the spare material on site and get more delivered for The Drift. Action Cllr Woodman</p>
23/105	REPORTS FROM REPRESENTATIVES	
	105.1	<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>Feedback was received that it was a well-attended meeting, nature recovery plans are being drawn up and all members can input as they see fit. Action TAG(N)RG</p> <p>b) To resolve new terms of reference for the Trees and Greens group to include nature recovery plans and objectives.</p> <p>Cllr Nicol has incorporated the new nature recovery elements and will circulate the agreed new terms. Action Cllr Nicol</p> <p>c) To receive and note any new reports from the group, including the planting of tulip bulbs.</p>

Signed by Chairman _____ Date _____

		<p>It was noted that these are in hand and thanks were given to Jane Hope for her help.</p> <p>d) To note new offer of free trees and resolve, deadline January 2024. This was noted but declined due to no space to plant.</p> <p>e) To note free session for PCs on nature recovery plans from NALC. This was noted but declined as the contact from the Rockingham Vision is helping.</p> <p>f) To note tree survey due in January 2024. This was noted and agreed. Action Clerk</p>
	105.1	<p>Checkers reports/village maintenance</p> <p>a) To receive checker reports from Cllr Holwell for October and address any issues raised. Checker for November is Cllr Mountain and a volunteer needed for December. The report was received from Cllr Holwell and no issues reported. Cllr Green offered to cover December. Action Cllr Green</p> <p>b) To note new rota for 2024 sent out. This was noted.</p> <p>c) To note new bench top at playing field and 2 new benches to be installed. This was noted.</p>
	105.3	<p>Village Hall.</p> <p>1) To note any update on names for boards and agree action. Any action will be decided after the next village hall meeting. Action Cllr Green</p>
	105.4	<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. Cllr Woodman was not present but reported that he is taking the device out of action for a while to gather better comparative data. Action Cllr Woodman</p>
	105.5	<p>Joint Action Group/Police Liaison Representative (PLR) and Local Area Partnership (Cllr Firth) To receive latest report from meetings, circulated. Cllr Firth circulated the notes from the police meeting and stated “old police initiatives” are in place. An issue has been raised about drug dealing in the village and details of how best to report this to the police will be circulated and publicised. Action Clerk</p>
23/106	ALLOTMENTS	
	106.1	<p>To receive update from Allotment Manager. Damson tree addressed? Mrs Bates said the tree still had not been done yet. A request for a thank you letter for P Mitchell for cutting the hedge was made. Action Clerk</p>
23/107	THE BRIERS MAINTENANCE COSTS/PRECEPT QUERY	
	107.1	<p>To receive updated information on lighting issue, response from residents and resolve to pay or not for electricity, maintenance and transfer costs (if available). It was agreed to pay the residents’ electricity suppliers invoices, rather than transfer account to the PC as Yu Energy are not accepting new work. The maintenance will be added to the PC maintenance schedule. Action Clerk</p>
23/108	COMMUNITY SUPPORT/ENGAGEMENT/ISSUES	
	108.1	<p>To receive and note feedback from Cllr Firth on bus survey. It was agreed to do a survey in January 2024, with paper copies and a QR code for feedback on the CallConnect bus service and its adequacy. To be discussed again at the January meeting. Action Clerk</p>
	108.2	<p>To receive and note communication regarding drug activity and discuss and resolve action. To note NHW grant available £50-£300. This was discussed at 105.5 above.</p>
	108.3	<p>To receive and note application from Warm Spaces for grant of £200 and agree response. It was agreed to pay £200 grant towards the Warm Spaces initiative. Action Clerk</p>
23/109	PLANNING COMMITTEE (Cllr Lawson, Cllr Mountain, Cllr McAllister, Cllr Watson and Cllr Woodman)	
	109.1	<p>To note minutes and/or feedback from Planning Committee – no meeting held. It was noted that no meeting was held and the next meeting is 11/12/23 unless otherwise notified.</p>
23/110	REMEMBRANCE DAY	
	110.1	<p>To receive and note feedback on the Remembrance Day and any issues to note. Cllr Nicol relayed that it was well attended and very successful.</p>
23/111	<p>CLERK CORRESPONDENCE /INFORMATION TO NOTE: The following was noted:</p> <p>a) Strategic Town and Parish Council forum attendance. Cllr Nicol will attend if possible.</p> <p>b) Community Responder Volunteers required. Poster to go up in board.</p>	

Signed by Chairman _____ Date _____

- c) **Levelling Up Minister letter on the Community Ownership Fund.** Information given out from House of Commons letter from local MP.
- d) An additional email account for Cllr Bates will be requested as the eprinter method is problematic.
- e) Cllr Nicol mentioned a request for help from Longhurst for a resident and he will put a note out to the village via the "Help on the Hill" list.

23/112	ORDERS FOR PAYMENT		
	To agree payments to be made as follows; The following payments were authorised.		
	112.1	Clerk reimburse for HP ink plans. E printer £4.49 plus extra pages £5. Other one revised/shared with other PCs £8.57 reduced amount	£18.06
	112.2	HMRC employer NI payment for November	£18.56 tbc
	112.3	Clerk mileage for October	£10.80
	112.4	Yu Energy electricity bill as per contract, paid by direct debit. November	£355.52 £17.27
	112.5	Leics Gardens grass cutting bills chased for cuts in September	£650
	112.6	Village hall hire	£18
	112.7	J Rawlinson Caretaker invoice for October	£110
	112.8	Clerk new salary payable 30/11/23 £892.53 plus home office £26	£866.32
	112.9	Clerk back pay of pay award April to October	£365.47
	112.10	Clerk reimburse for Microsoft package November £5.99	£5.99
	112.11	Vision ICT hosting emails and website annual bill	£426
	112.12	Reimburse Clerk for note pads	£5.58
	112.13	SRP Hire solutions Loo hire	£200 paid
	112.14	Electricity at PF by DD	£101.12
	112.15	Donation to Warm spaces event	£200
	112.16	Lock Shop Warehouse for new padlocks	£285.60 paid
23/113	RECEIPTS	To note income received; Wittering Premier FC pitch hire costs for October Grant payment for goals from the Football Foundation	£180 paid in £309.46 received
23/114	DATE OF NEXT MEETINGS It was noted that the date of the next Parish Council meeting is Monday 11 th December 2023 at 7pm, the next PFMC meeting is 29/11/23 and the next Planning Committee meeting is 11/12/23 unless another is needed beforehand. See council notice board or website for details www.eastononthehill-pc.gov.uk		

Signed by Chairman _____ Date _____