

Minutes of the Easton on the Hill Parish Council meeting

held on 11th March 2024 at 7pm in the Village Hall, Easton on the Hill

Present: Cllr Bates, Cllr Green, Cllr Holwell, Cllr Lawson, Cllr McAllister, Cllr Mountain, Cllr Nicol (Chairman).

Clerk: J Rice and 2 members of the public;

23/166	<p>APOLOGIES FOR ABSENCE. To receive apologies sent to the Clerk. Apologies were received from Cllr Watson and Cllr Woodman. Cllr Ford was not present.</p>
23/167	<p>DECLARATIONS OF INTEREST</p> <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 2 declarations of interest made in item 175.2 on the agenda from Cllr Bates and Cllr McAllister and they did not vote.</p>
23/168	<p>PUBLIC PARTICIPATION</p> <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.</p> <p>The Chairman reminded everyone of the principle of Leadership.</p> <p>One resident raised about the ongoing issue of increased use of the playing field by “outsiders” and consequent use and speeding of vehicles using the Drift – a bridleway. She stated she has data recorded from the recent match day (as she always walks there at the time of the football) and has registration numbers of all the cars and the ones possibly speeding. The Chairman explained all the actions that the Parish Council had taken to address this with Wittering Premiair FC, who are supportive and keen to help alleviate the problems caused by the few, allegedly inconsiderate drivers. He stressed the need for specific details and any cases of anti-social behaviour should be reported to the police online or mentioned to the Premiair staff at the time so they can try to deal with it. It was agreed to look at some additional measures, including advising times of matches so other users could choose to avoid the area at the time of the main traffic.</p> <p>Another resident raised concerns about horse riding up the Drift and the safety due to increased traffic and the hard surface - in place for many years. She discussed the issues over liability, permission and a possibility of a gate or speed humps. The Chairman explained these issues have been discussed and such measures have been rejected by this and past councils for various reasons. He mentioned his recent meeting with Kier and they confirmed that our understanding of the right of way status is correct, motor traffic is permitted, their method of repair is the same as we have used and that in future holes can be reported via fixmystreet.com. It was agreed that there is a limit to our authority to address people’s behaviour and that detailed evidence is definitely needed in future.</p>
23/169	<p>MINUTES OF THE LAST MEETING (previously circulated)</p> <p>To confirm as correct the record of the minutes of the meeting held on Monday 12th February 2024, previously circulated and herewith. Chairman to sign.</p> <p>The minutes were agreed as a true record and duly signed by the Chairman.</p>
23/170	<p>MATTERS ARISING from previous meeting. The repairs to the Drift were discussed and a Councillor thought they were ineffective and expensive, plus the process to authorise was not followed. The Clerk agreed with the process point and said hence the agenda item 171.5 is to discuss processes.</p>
23/171	<p>GOVERNANCE, FINANCE AND TRAINING</p>
	<p>171.1 To receive finance report and internal checks feedback up to the end of February and resolve any queries, herewith. The Clerk gave a brief report on the finances to date. The bank balances total £26607 and depending on the playing field pavilion refurbishment, this will determine the general reserves left to carry forward to 24/25. It was noted that the checks were completed by Cllr Lawson and ok.</p>
	<p>171.2 To receive any applications to be co-opted to a Parish Councillor vacancy and resolve appointment or agree more approaches to any potential members.</p> <p>It was noted that there have been no applications to date and Councillors will actively approach potential candidates. Action All Cllrs</p>

Signed by Chairman _____ Date _____

171.3		<p>To receive and note potential date for Annual Parish meeting (to be held between March and June) of Thursday 11th April at 19:00pm to 20:30pm.</p> <p>To note options for Roles and Responsibilities training (£250) by NCALC for 22/4/24 at 7pm or at a later date, or 5pm on 8/4/24, PC meeting.</p> <p>Plus, a tailored risk assessment training session is booked on 8/4/24 before normal PC meeting at 6pm</p> <p>To check views/availability for all.</p> <p>Dates were confirmed for attendance as follows; the Annual Parish Meeting on 11/4/24 (subsequently changed to 22/4/24). The normal parish council meeting on 8/4/24 preceded by Councillor training in risk assessments at 6pm. Then Cllr training on 22/4/24 at 7pm on roles and responsibilities.</p>
171.4		<p>To review draft PC Action Plan and agree for 24/25, circulated, to include reference to bio-diversity and possible bus survey.</p> <p>It was confirmed that the draft has been circulated and will be finalised for the Parish meeting and further stated that “bio diversity” will flow through the whole of the action plan and a consultation on a bus service will be included.</p>
171.5		<p>To reinforce process for agreeing works and expenditure, as per financial regulations.</p> <p>The Clerk re-iterated the importance for following process on the order of goods and services. No one Councillor can act alone and all amounts need to be authorised by full council (unless it is an emergency spend), plus 3 quotes/estimates are needed depending on the amount and when an amount authorised changes beyond that authorised, it needs to be re-authorised. This was noted by Councillors. Action All</p>
171.6		<p>To note insurance information request and agree cover requirements for quotes, see asset register.</p> <p>The asset register was noted and the Councillors agreed the amounts to get quotes for insurance. Action Clerk</p>
171.7		<p>To note £200 collected at PO in collection box and decide what to ringfence to.</p> <p>The Councillors agreed to ask residents for ideas before deciding what to spend the money on, and renovation of the old notice board was mentioned. Approx. costs for this will be attained. Action Clerk and Cllr Bates</p>
23/172	PLAYING FIELD AND PLAYING FIELD WORKING GROUP	
172.1		<p>a) To hear response from contractor after letter sent following site meeting about the car park and decide action.</p> <p>The letter from the contractor was received and noted. Cllr Watson will be consulted for a suggested response to obtain more details.</p> <p>b) To receive and note update from PFWG – herewith – and discuss any queries.</p> <p>The update report was received, noted and discussed including quotes are being obtained for the grant related work ie flooring and cladding – the spec of which has changed to 3 sides now – need to finalise quotes asap to get agreement on contractors at the next meeting for the grant agreement. Action PFWG/Clerk</p> <p>The work on the asbestos removal was discussed and evidently Russ Pye from Wittering Premiair was asked to quote and will have their own insurance and all liability for the work up to disposal. A quote is to come. It was agreed that disposal would be via other self-employed contractors with insurance and liability via Augean and the Parish Council will therefore not be liable for any works. Quotes will come for this too. Action Clerk to receive.</p> <p>It was further agreed that a basic fire safety course will be paid for by the PC for the contractor and the works previously agreed total £478.60 to be paid.</p> <p>c) To note WPCFC has paid backpay of pavilion hire to September 2023 and is now paying £300 pm for both pavilion and pitch. To note invoice to be sent to PC for £500 of work performed to date. This was noted and that the air heating/cooling system work is starting next week.</p> <p>d) To propose ad hoc hire charge to increase to £75 per match, request 2w notice and Working Group to vet requests.</p> <p>The criteria for future ad hoc matches were agreed. Action Clerk.</p> <p>e) To receive and note queries from Addida and changes to agreement to be agreed.</p>

Signed by Chairman _____ Date _____

The minor changes to the agreement relating to cost of repairs to equipment and overlap in dates to protect the wicket was agreed and will be re-issued. **Action Cllr Nicol**

f) To note further break in, action taken and receive full proposal on security measures/contract and resolve contract.

The Chairman gave details of 2 quotes he had received and it was agreed to accept Rutland Security's quote to do the work at a reduced price for the village. **Action Clerk/Cllr Nicol**

g) To note Community Grant Funding final report outstanding monies of £274 to be able to be carried forward to a later date. This was noted.

h) To note one tender for Grounds Maintenance Contract received based on 10h pm and agree award of contract with some leeway on additional work and decide on public liability insurance arrangements – herewith.

It was agreed to accept the tender and give Kevin Cox, self-employed contractor, the Grounds Maintenance Contract for services with immediate effect. The total core grounds maintenance work is at a cost of £150pm. It was confirmed that the current insurance policy covers them as a volunteer for public liability as long as risk assessments are done and the contractor is capable of the work. Further work that is needed is deemed to be covered under the financial regs 11.1 as an extension of the contract. It was noted that public liability insurance can be obtained for under £100 and the Parish Council agreed to fund this 50/50 as the preferred option. The Clerk raised an issue re volunteers who are invited to work with the contractor need to be clear under what insurance and liability they are working and have their own cover/risk assessment. **Action Clerk/Contractor**

i) To note play equipment checks and pavilion checks carried out ahead of contractor appointment and propose monthly full checks and weekly visual only checks going forward. This was noted and checks will commence now as required by the contractor. **Action Clerk**

j) To note new bin needed for dog poo bags near pavilion – affects contract for general waste. Cost range £150 to £250 depending on size needed. Current contract can be reduced to general waste only, agree.

It was agreed to spend £150-250 on a new dog poo bin at the pavilion and the contract will be changed to general waste only. **Action Clerk**

23/173	PLANNING COMMITTEE	
	173.1	To note minutes and/or feedback from Planning Committee - meeting on 11/3/24, including approach from developers, comms herewith. Cllr Lawson fed back from the Planning Committee meeting on 2 issues – the further objection to new plans for the storage unit on Cliffe Road and the response to the developer about a neighbourhood plan and village boundaries following the adoption of the Local Plan part 2 – to be confirmed.
23/174	REPORTS	FROM REPRESENTATIVES
	174.1	Checkers reports/village maintenance a) To receive checker reports from Cllr Lawson for February and address any issues raised. Cllr Bates for March, Cllr Nicol for April. Cllr Lawson reported possible trip hazards at Spring Close due to uneven ground and the bins not being emptied – this is being sorted. The defibrillator electrodes are being sorted also. b) To note any new reports of village maintenance and resolve actions.
	174.2	Village Hall. 1) To note any update from Cllr representative. It was noted that the village hall recent event was popular and that a new security light is being fitted.
	174.3	Joint Action Group 1) To receive and note minutes from Police and Crime Commissioner meeting on 4/3/24. These will be circulated when received. Cllr Nicol is to attend the LAP meeting. Action Cllr Nicol/Clerk
23/175	ALLOTMENTS	
	175.1	To receive update from Allotment Manager, including one vacancy filled. The allotment manager has given out the agreements

Signed by Chairman _____ Date _____

	175.2	To review allotment rent hire charge and agree increase or no increase 25/26. There was a discussion, and it was agreed to increase the rent in line with the budget by 3% rounded up to £11.50 for a whole plot for 25/26. Action Clerk to send letters	
23/176	TREES AND GREENS WORKING PARTY (INCL NATURE RECOVERY) (Cllr Green, Cllr Mountain, Cllr Holwell and Cllr Bates) a) To receive and note feedback from the latest Nature Recovery Group meeting and agree actions, herewith. It was noted that a meeting is due soon. b) To receive update on the Immediate Justice in the Community project following site meeting. Feedback was given on the jobs that could be given to offenders and confirmation is due from the team, plus suitable work eg church cleans are to be communicated to them. c) To receive and note positive feedback on recent tree planting session. This was noted. d) To note offer of fruit trees from NNC for King's Coronation celebrations, herewith, and decide response. Deadline 28/7/24. This will be considered by the Trees and Greens Nature Recovery Group. Action TAG e) To note offer of 10 free trees from Keir and resolve response, herewith.		
23/177	COMMUNITY SUPPORT/ENGAGEMENT/ISSUES 177.1 To suggest and agree items for What's on the Hill. Items were suggested and noted. 177.2 To note request for a new PLR to replace ex Cllr Firth. There was no one at present. 160.3 to note Great British Spring Clean 15-31 March and resolve any litter picking event. This was noted to have been done by Birch Tree café recently.		
23/178	HIGHWAYS		
	178.1	To receive and note feedback from Cllr Nicol from site meeting with Keir, Highways. Cllr Nicol's summary was circulated and noted, and good progress is hopefully being made and further regular meets every 6m will be arranged via the Traffic Group. Action TWG	
23/179	CLERK CORRESPONDENCE /INFORMATION TO NOTE: a) To note request from resident for a new dog poo bin on (unadopted) Park Walk and resolve response, plus problems with dog poo not picked up. This was noted and it was agreed to be investigated for feasibility of collection by NNC and costs. Action Clerk b) Rural Community Needs Fund, via Northants Community Foundation (NCF) details herewith. To discuss need and application and agree. (Source NCALC Jan/Feb '24) This was noted as too late for this time.		
23/180	ORDERS FOR PAYMENT		
	Payments were agreed as follows;		
	180.1	Clerk reimburse for HP ink plans. E printer £4.49 plus one shared with other PCs £8.57.	£13.06
	180.2	Clerk reimburse for Microsoft package March	£5.99
	180.3	HMRC employer NI payment and any employee tax payment March	£25.56
	180.4	Clerk mileage for February	£10.80
	180.5	Yu Energy electricity bill as per contract, paid by direct debit. March	£16.77 £393.70
	180.6	EDF Energy for pavilion March, usage charged to WPFC	£52.29
	180.7	Village hall hire	£43
	180.8	Clerk salary payable 29/2/24 £892.53 plus home office £26 less £7 tax	£911.53
	180.9	Multipay card monthly fee	£6
	180.10	Safe Lincs Defib electrodes	£288.79 paid
	180.11	Amazon wet floor slippery sign	£11.37 paid
	180.12	Vision ICT domain charge for Hub on the Hill	£30
	180.13	R Peace tree survey	£100
	180.14	Fourtwoeight Ground Engineering for on-site meeting re car park	£90
	180.15	Reimburse Clerk for 2 x bollard/security posts	£211.18
	180.16	EDF The Briers to 28/2/24	£30.67
	180.17	K Cox Contractor pre approved	£478.60
	180.18	Fire Safety training	£35
23/181	RECEIPTS	Income received was noted; Ketton Ladies Football Club hire charge for Feb date WPFC pavilion hire charge back dated less what paid already to date.	£45 recd £735 recd

Signed by Chairman _____ Date _____

23/182

DATE OF NEXT MEETINGS Date of the next Parish Council meeting was noted as Monday 8th April 2024 at 7pm, with training session at 6pm beforehand. Next Planning Committee meeting is to be agreed, dependent on above. See council notice board or website for details www.eastononthehill-pc.gov.uk. Clerk annual leave 21/3 to 25/3 was also noted.

Signed by Chairman _____ Date _____