

Minutes of the Easton on the Hill Parish Council meeting

held on 8th April 2024 at 7pm in the Village Hall, Easton on the Hill

Present: Cllr Bates, Cllr Green, Cllr Lawson, Cllr McAllister, Cllr Mountain, Cllr Nicol (Chairman), Cllr Watson and Cllr Woodman. Clerk: J Rice and 1 member of the public.

24/1	APOLOGIES FOR ABSENCE. To receive apologies sent to the Clerk. Apologies were sent from Cllr Holwell via Cllr Woodman.	
24/2	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 additional interests declared, Cllr Woodman re-iterated his position on the Wittering Premier FC committee but not for a specific agenda item.	
24/3	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 selflessness in all they do as a Councillor. He confirmed that the Councillor elections are in May 2025. The member of public present was happy to listen and be invited to speak as issues arose.	
24/4	MINUTES OF THE LAST MEETING (previously circulated)	
	To confirm as correct the record of the minutes of the meeting held on Monday 11th March 2024, previously circulated and herewith. Chairman to sign. The minutes were agreed as a true record and duly signed by the Chairman.	
24/5	MATTERS ARISING from previous meeting. The Drift alleged speeding cars update/actions taken/law. It was confirmed that the legal situation with driving on the Drift is well documented and understood. The Chairman met with Wittering Premier FC to discuss VRNs and a video presented, and it was confirmed as away team members and little to no risk to people as it appeared. It was further confirmed that a marshal was present. Copies of the literature sent to away teams was circulated and adequate. It was further confirmed that some cameras are being investigated for the Drift and also a speed camera for Westfields. It was agreed that current actions are all that can reasonably be done within the council's powers on speeding and only new issues will be addressed in future.	
24/6	GOVERNANCE, FINANCE AND TRAINING	
	6.1	To receive finance report and internal checks feedback up to the end of March (Cllr Bates) and resolve any queries, herewith. Cllr Nicol is checker for April. The report was received, noted and no queries raised. The bank balance of £24921 means that general reserves has increased to £17k and earmarked are £8, due to a slight underspend on some budget headings and a contribution to reserves included in the budget. The project budget was 77% spent with footpaths and playing field reserves being carried forward. It was confirmed that future budget for playing field amount to 20k with the grant of 7k, 7k in the new budget and 6k carried forward from this year. The finance checks were subsequently ok and Cllr Nicol noted as checker.
	6.2	To receive and note the Annual Governance and Accountability Return (AGAR) accounting statements prepared and signed by the RFO, ahead of the internal audit, plus updated asset register and risk assessment to check. Herewith. The auditor and AGAR accounting statements were received and noted and also the updated asset register and risk assessment. Action Clerk to send to auditor.
	6.3	To receive any applications to be co-opted to a Parish Councillor vacancy and resolve appointment or agree more approaches to any potential members. It was confirmed that there had been no applications and all Councillors will talk to potential candidates. Action All
	6.4	To note date change for Annual PARISH meeting to 22/4/24 at 7.30pm – same date as the Roles and Responsibilities training at 6pm – and agree expenditure on any refreshments.

Signed by Chairman _____ Date _____

		The date was noted, and it was agreed to purchase drinks and biscuits. Action Clerk
	6.5	To receive and note any insurance policy premiums received and resolve any queries. The Clerk had had only one quote back and so this is deferred until the May meeting.
	6.6	To note the suggestions for the £200 collected at the PO and decide where to be spent. All of the suggestions and likely costs were discussed, and it was decided to put the money towards a refurb of the wooden community notice board in the village. Action Cllr Bates
	6.7	To note feedback from risk assessment training and agree any actions as a result. It was agreed that the training was useful and helpful in knowing and confirming what is required and reasonable when it comes to assessing risk and recording safe practices.
	6.8	To resolve extension to absence of Councillor for personal reasons or not. It was agreed to initially extend the period before disqualification by 3 months (to 11/8/24) to show support and keep the position open to return when able. Action Clerk to send card
24/7	PLAYING FIELD AND PLAYING FIELD WORKING GROUP	
	7.1	<p>a) To hear update on the car park situation and remedy suggestion and agree next steps. It was confirmed that the contractor had sent a suggested remedy, and this is being checked with the surveyors who were engaged, before an agreement can be sought. An amount of £200 max. was agreed for further reports. Action Clerk to chase again.</p> <p>b) To receive and note update from PFWG – to follow – and discuss any queries, including clarity over ad hoc pitch bookings. The updated action plan had been circulated and feedback given from a further meeting held. Clarity over ad hoc hire bookings was not discussed. Contractors with full PLI are being sought for the removal and disposal of the asbestos and work agreed for the replacement of the roof separately.</p> <p>c) To receive and note amendments from Addida agreement and changes to be agreed. Minor adjustments were agreed and the agreement will now be sent for signing and commencement. Grants for new equipment will also be sought. Action Cllr Nicol/Clerk</p> <p>d) To receive and note quotes from contractors for the exterior cladding and changing room flooring work at the pavilion and approve preferred supplier to send information to Grantscape and agree also the additional non-grant expenditure. The quotes for supply of cladding obtained by K Cox and Cllr Woodman were explained by Cllr Nicol and the different options/merits in quality and price of cladding discussed. Envirobuilt were agreed as the preferred supplier. The quotes for fitting the cladding were also presented and it was decided to accept the quote from Handiman, K Cox. The quotes obtained for the flooring were explained and it was agreed to accept Firdale to do this whole job. The amount to be spent over the grant budget from PC funds (approx. £2600 plus the contributing third-party amount of £753), was also agreed. Action Clerk to upload.</p> <p>e) To note idea for extra security (Cllr Woodman) at sports buildings and resolve action. This was discussed as a possible extra layer of security but decided it's not necessary at the moment.</p> <p>f) To decide on servicing of PC mowers arrangements - insurance company recommend a professional company – PFWG propose P Nottingham/volunteer. It was decided that P Nottingham has the skills and experience necessary to do the regular servicing of the mowers (and grass cutting), with an up to date risk assessment and documented checklists – prepared by Cllr Woodman. Action Clerk to confirm</p> <p>g) To note Grounds Maintenance Contractor (GMC) not obtaining Public Liability Insurance (PLI) and agree any action. The council had stated that the contractor's own PLI was preferred, but then it was decided that as the current insurance policy covers the GMC as an "employee for insurance purposes", with risk assessments and direction under the council for work within their capabilities, their own separate public liability cover and accident cover is not needed and the Parish Council accepts that risk and liability.</p> <p>h) To receive and note play/gym equipment checks feedback and agree any actions and also for health and safety checks for the pavilion. Summary to follow. A list of actions will be compiled after the health and safety audit and review by the Clerk and GMC and the experienced resident. Action Clerk</p> <p>i) To note request for a memorial bench and tree at playing field and resolve.</p>

Signed by Chairman _____ Date _____

		A resident has requested this, and it was agreed to be sited near the pavilion end of the playing field. Action Cllr Woodman
24/8	PLANNING COMMITTEE (Cllr Lawson, Cllr Mountain, Cllr McAllister, Cllr Watson and Cllr Woodman)	
	8.1	To feedback on developer's approach to consult the village and from planning policy on "village boundary". Cllr Lawson explained that the new Local Plan adopted for Northants recently included no village boundary and the boundary in the previous plan does not now apply officially. The developers wish to consult on housing. It was agreed that the Council's position on writing a Neighbourhood Plan remains unchanged.
24/9	REPORTS	FROM REPRESENTATIVES
	9.1	Checkers reports/village maintenance a) To receive checker reports from Cllr Bates for March and address any issues raised. Cllr Nicol for April and Cllr Watson for May. Cllr Bates reported there were no issues and the rota was noted. b) To note feedback/update on new dog poo bin in Park Walk enquiry raised. It was noted that as Park Walk is an unadopted road then NNC would not empty a bin there. Action Cllr Watson to feed this back. c) To note any new reports of village maintenance and resolve actions, including possible uneven ground sign and blanket weed clearance at pond/Spring Close. It was decided that no sign was needed and that pond clearance will be considered by the TAG group. Action TAG
	9.2	Village Hall 1) To note any update from Cllr representative. There has not been another meeting.
	9.3	Joint Action Group and Police Liaison Representative 1) To note there is still a Councillor vacancy for this role. This will be covered as and when needed for now. 2) To note request from Police and Crime Commissioner election candidates for top 3 priorities to focus on and agree feedback. These were discussed and thought to be drug taking and drug dealing in the village going unchallenged/unchecked and also anti-social behaviour. It was agreed to ask residents for their priorities too and pass these all on. Action Clerk
	9.4	Traffic Working Group 1) To note MVAS not moved to Westfields and discuss any other action. Cllr Woodman discussed moving a current device. He stated the data now shows that with the device on the traffic is 2mph slower than when it is off. It was decided to apply for another road safety grant to install in Westfields initially. Action Clerk/Cllr Woodman
24/10	ALLOTMENTS	
	10.1	To receive update from Allotment Manager, including letters sent re tenancy hire cost increase. Cllr Bates said all letters had been delivered and all rent monies collected for this year.
24/11	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. There has not been a further meeting as yet. b) To receive and note any new feedback from Trees and Greens Group. There was nothing to report.	
24/12	VILLAGE FLAGPOLE	
	To note offer of flagpole for the village/Parish Council and resolve whether to accept or not. It was noted that Cllr Lawson has asked planning re siting the pole in the village and will then ask for a decision. Action Cllr Lawson	
24/13	COMMUNITY SUPPORT/ENGAGEMENT/ISSUES 12.1 To suggest and agree items for May's What's on the Hill. Items are to be sent to the Clerk. 12.2 Crime prevention advice re maintenance equipment – mark/name it all. The Clerk explained advice had been received on "overtly marking" all sports/grounds equipment for extra security, due to the increase in thefts. This was noted and will be considered. Action PFWG	

Signed by Chairman _____ Date _____

	12.3 Local Area Partnership briefing feedback, Cllr Nicol. Cllr Nicol gave feedback from the meeting, with nothing significant to report.		
24/14	CLERK CORRESPONDENCE /INFORMATION TO NOTE: a) NNC – contact details, email circulated. These were received and noted for use. b) Volunteers week 40th anniversary 2-9th June – circulated. This was received and noted as including “The Big Help Out” again, however it was decided not to do anything over and above what already doing this year.		
24/15	ORDERS FOR PAYMENT		
	To agree payments to be made as follows; Payments were authorised as follows;		
15.1	Clerk reimburse for HP ink plans. E printer £4.49 plus one shared with other PCs £8.57.		£13.06
15.2	Clerk reimburse for Microsoft package April		£5.99
15.3	HMRC employer NI payment and any employee tax payment April		£25.56
15.4	Clerk mileage for March		£10.80
15.5	Yu Energy electricity bill as per contract, paid by direct debit. April		£403.42
			£17.66
15.6	EDF Briers electricity for street lighting		£23.97
15.7	EDF Energy for pavilion to 1/4/24 usage charged to WPFC		£106.47
15.8	Village hall hire		£28
15.9	Clerk salary payable 31/3/24 £892.53 plus home office £26 less tax £7		£911.53
15.10	Multipay card monthly fee and bank charges		£6/£18
15.11	Safe Lincs Defib electrodes – different set needed – others refunded		£358.99 inc vat
15.12	Simply Extinguishers extra payment required		£18 paid
15.13	Glasdon for new dog poo bin at pavilion		£153.83
15.14	Mountain Recycling payment for February by DD paid 28/3/24		£62.40
15.15	Grounds Maintenance Contractor invoice for March, 19 hours plus materials		£362.65
15.16	Rutland Security, previously agreed		£348
15.17	Augean landfill CTP previously agreed		£753
24/16	RECEIPTS	To note income received; Blackstones Juniors hire fee for pitch WPFC pavilion hire charge for Feb plus March WPFC utility bill payment	£75due? TBC £600 £40.20
	DATE OF NEXT MEETINGS It was noted that the date of the next meeting is the Annual PARISH (residents) meeting on Monday 22nd April 2024 at 7.30pm, with Parish Councillor training session at 6pm beforehand. The Annual Parish Council meeting is on the 13 th May 2024 at 7pm. Next Planning Committee meeting is to be agreed, dependent on new applications. See council notice board or website for details www.eastononthehill-pc.gov.uk		

Signed by Chairman _____ Date _____