

Minutes of the Easton on the Hill Parish Council meeting

held on 10th June 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), and Cllr Woodman. Members of the public: 2

Clerk: J Rice

24/37	APOLOGIES FOR ABSENCE. To receive apologies sent to the Clerk. Apologies were received from Cllr Watson. Cllr Ford was not present.	
24/38	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 in items on the agenda.	
24/39	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. A member of public mentioned the state of a footpath from Westfields, between no.s 16 and 18 as being very uneven due to tree roots. Cllr Woodman offered to take photos and report it via fixmystreet.com. The Chairman reminded Councillors of the principle of "objectivity" in all that they do, as stated in the code of conduct to be agreed later.	
24/40	MINUTES OF THE LAST MEETING (previously circulated)	
	To confirm as correct the record of the minutes of the last meeting held on 13th May 2024, previously circulated. Chairman to sign. The minutes of the last meeting were agreed as a true record and duly signed by the Chairman.	
24/41	MATTERS ARISING from previous meeting. Road safety grant applied for. All AGAR forms sent, uploaded and displayed. Public rights to inspect accounts period in place. These were noted.	
24/42	GOVERNANCE AND FINANCE	
	42.1	To receive finance report and internal checks for May and resolve any queries, herewith. The latest report was noted with no queries. The basic budget is 24% spent due to annual payments made at start of the year, especially insurance, audit, memberships, and overtime. Asset maintenance high due to expensive defib batteries/pads. High extra costs of 9k are associated with the refurb. Bank balance is 51k however large payments still to be made on pavilion refurb of 8-10k and a grant of 6.7k yet to be paid in. Financial checks done with bank signatories checking invoices against bank details.
	42.2	To receive feedback from any training attended and agree any new training required. No new training attended or required.
	42.3	To receive any applications for co-option to the Parish Councillor vacancy and agree co-option or not or further action. There were no applications again and all Councillors urged to think and approach people. Action All
	42.4	To note new financial regulations review and amend/adopt or await finance working group. Herewith including guidance notes. It was agreed that the finance working group will meet with the Clerk to agree the sections that can be adjusted. Action Clerk/FWG
	42.5	To note current code of conduct and adopt version for 2024/25. This was received, noted and adopted.
24/43	PLAYING FIELD AND PLAYING FIELD WORKING GROUP (PFWG)	

Signed by Chairman _____ Date _____

43.1

a) To hear update on the car park situation, remedy suggestion, feedback from surveyor and agree next steps.

The surveyor had offered some more advice however still has not answered the question regarding removal of the Bodpave before more hard core, despite being asked again. **Action Clerk** to chase

b) To receive and note update from PFWG – herewith – and discuss any queries, including update on the pavilion refurb contracts/work in progress.

Cllr Nicol commented on how good the pavilion is looking and thanked volunteers and family for assisting the contractor, K Cox. He explained there are more costs to be agreed, as follows;

1. Firdale for doing the new section of the changing room, around £250. It was agreed that the Parish Council should pay refurb costs, not Wittering Premiair (WPFC). **Action Cllr Nicol** to confirm with WPFC and clarify works they are doing going forward and agreeing any new dates for matches.
2. A further increase to K Cox, contractor’s labour quote = £400 for the carpenter to work longer than expected and £338 for more materials, total £778. Cllr Nicol explained the profit for K Cox is only £100 on cladding work (although it is £878 profit for the garage roof work).
3. An extra £262 was agreed for further unforeseen expenditure.
4. £500-£600 was agreed subject to suitable quotes for new shutters, to do whilst work in progress and for security.

c) To agree any additional costs necessary, including scarifier, new locks (paid as an emergency), insulation (agreed but not listed), chipper £100 approx.

The additional costs were agreed. It was further agreed that the scarifier will be hired and paid for by the PC for wicket preparation and all work to be done by K Cox under the PC insurance, as a competent worker, with a risk assessment.

It was noted that future contractors’ quotes should be examined to ensure that they are not just reasonable in price but realistic and comprehensive in their expectations of the total costs likely to be incurred. The Clerk said it was important to ensure comparable quotes are always used and therefore financial regulations followed.

d) To note request for Empingham junior team to hire the pitch on an ongoing basis and resolve response – details circulated.

The request was for a junior match pitch hire of 1 hour every other and alternate Saturdays and Sundays in the morning. It was voted against in its entirety by a majority, to keep the availability of the playing field for locals and have less driving on the Drift and in car park. **Action Clerk to let them know.**

e) To note first grant instalment of £5000 claimed and to be paid asap, authorised 4/6/24.

This is due to be paid in soon.

f) To note ROSPA play safety equipment inspection report and agree any action required.

The Clerk had circulated a summary of minor actions, mainly as pointed out previously, and they will be discussed at the next playing field working group meeting.

g) To note waste bin emptying issue at playing field and resolve.

The issue summary was received and noted. It was agreed to bag up the litter from 3 PC bins and leave on site until a contractor can be found to transfer it off site. **Action Clerk/GMC**

h) To note energy contract options for pavilion and resolve a way forward, herewith.

The options were received and noted. It was agreed to transfer the contract to another supplier once they confirm the prices of 2 w ago, which were more competitive than existing. **Action Clerk**

i) To note advice on reclaiming VAT on building refurb, herewith.

It was confirmed by a specialist that the PC can claim VAT back on materials purchased for the building if it is purely hired out for sports facilities.

j) To note checks done on play equipment and pavilion (incl H and S) and hear feedback and agree actions.

The Clerk had summarised the actions needing doing when the contractor is available, and these will be discussed at the next PFWG meeting.

24/44 PLANNING COMMITTEE (Cllr Lawson, Cllr Mountain, Cllr McAllister, Cllr Watson and Cllr Woodman)

44.1

To receive and note feedback from planning committee meeting on 10/6/24.

Cllr Lawson gave feedback which was noted. Minutes will be produced soon and publicised.

44.2

To receive and note update on the flagpole planning requirements and resolve action.

It was agreed to arrange a site meeting to check the height and depth required and then get planning permission if over 4.5m. **Action Cllr Lawson, Cllr Nicol, Cllr Woodman**

24/45	REPORTS	FROM REPRESENTATIVES
	45.1	<p>Checkers reports/village maintenance</p> <p>a) To receive checker reports from Cllr Watson for May and address any issues raised. Cllr McAllister is June checker.</p> <p>The checks were completed and submitted, and actions now carried out. Cllr Woodman has fitted the signs and belt at the pond.</p> <p>b) To note any new reports of village maintenance including report of dangerous footbridge, Longhurst property overgrown.</p> <p>The issues were noted and discussed. It was agreed to invite a representative from Longhurst to a future meeting to discuss and support resident issues. Cllr Nicol to pass on contact.</p> <p>Action Clerk/ Cllr Nicol</p>
	45.2	<p>Village Hall</p> <p>1) To note any update from Cllr Green representative.</p> <p>There was no new update.</p>
	45.3	<p>Joint Action Group and Police Liaison Representative</p> <p>1) To note PLR update circulated and herewith information</p> <p>The crime details circulated were noted as interesting and surprising.</p> <p>2) PLR Conference details, 25/6/24 7-9pm online. The conference date was noted and any takers to notify the Clerk. Action All</p>
	45.4	<p>Traffic Working Group</p> <p>1) To note application for new device submitted after queries raised.</p> <p>This was noted and a decision is awaited.</p> <p>2) To note Kier Highways drop in sessions, circulated. This was noted.</p>
24/46	ALLOTMENTS	
	46.1	<p>To receive update from Allotment Manager.</p> <p>The Allotment Manager reported that the lock had been stolen. It was decided not to replace it but monitor any problems.</p>
24/47	<p>TREES AND GREENS WORKING GROUP (INCL NATURE RECOVERY) (Cllr Green, Cllr Mountain, Cllr Holwell and Cllr Bates)</p> <p>a) To receive and note feedback from the latest Nature Recovery Group meeting including the plans, the grant monies available via Rockingham Vision and the gala stall.</p> <p>It was noted that the next NRG meeting is on 18/6/24 and plans will be firmed up then. The stall at the fete was a success with wildflower bombs being made with children. The feedback was positive and a new member possibly recruited.</p> <p>b) To discuss the grass cutting contract from next season; quotes, where and when and agree plan of action.</p> <p>The Clerk summarised the contract at present ends March 2025 and it was agreed for the TAG to meet to discuss requirements going forward, tying in with nature recovery, and liaising with playing field requirements too, to enable quotes to be sought. Action TAG, PFWG, Clerk</p> <p>c) To receive and note any other new feedback from Trees and Greens Group including pond clearance plan and trees planting service, Ash die back tree felling information, herewith and circulated.</p> <p>It was noted that a pond clearance and Spring Close tidy up day is planned for Sunday 23/6/24. This will be advertised to the village for volunteers on social media. Action Clerk/Cllr Nicol</p>	
24/48	GRANT APPLICATION OPPORTUNITY	
	<p>To note opportunity for community grant – details circulated – and agree a project/application by the deadline 18/6/24 if for PFWG or otherwise – eg conversion of rest of streetlights to LED</p> <p>The options were considered, and it was decided to apply for a grant of £7350 to convert the remainder of the streetlights to LED. Action Clerk</p>	
24/49	<p>COMMUNITY SUPPORT/ENGAGEMENT/ISSUES</p> <p>a) To suggest and agree any specific items for July's What's on the Hill</p> <p>Items were agreed as pavilion (TN), reporting crime and the electric cable policy guidance. Action Clerk</p> <p>b) To note election on 4/7/24 and advice re material/comments in run up period, circulated.</p> <p>This was noted.</p>	
24/50	CLERK CORRESPONDENCE /INFORMATION TO NOTE:	

Signed by Chairman _____ Date _____

a) To note residents' complaint re designated disabled parking at The Close and dangerous/crowded parking situation and request for track parking/maintenance

The issue summary was received and noted. It was agreed that additional parking was not possible at the back of the Crescent and support had been given to residents about the disabled parking/sign and electric cable however it is in the hands of Highways and Longhurst now. The Clerk confirmed she had sent information to both parties.

b) To note nomination for "Rose of Northamptonshire" for community heroes. Deadline 20/6/24. Criteria information circulated.

It was agreed to nominate the Birch Tree café for the award. **Action Cllr McAllister**

24/51	ORDERS FOR PAYMENT	
	Payments were agreed to be made as follows;	
51.1	Clerk reimburse for HP ink plans. E printer £4.49 plus one shared with other PCs £8.57.	£13.06
51.2	Clerk reimburse for Microsoft package June and home office allowance	£5.99 and £26
51.3	HMRC employer NI payment and any employee tax/NI payment June	£339.23
51.4	Yu Energy electricity bill as per contract, paid by direct debit. June	£333.66 and £17.17
51.5	EDF Briers electricity for street lighting 2-23 rd May	£14.93
51.6	EDF Energy for pavilion usage charged to WPFC by DD	£108.05
51.7	Village hall hire	£28
51.8	Clerk (new) salary/hours payable 30/6/24 £995.50 less tax and NI £212.73 due to back pays	£782.77
51.90	Multipay card monthly fee and bank charges	£6
51.10	Mountain Recycling payment by DD paid	£20.40 and £33.60 for May
51.11	Grounds Maintenance Contractor invoice for May	£232.50 hours plus £468.26 materials
51.12	New padlocks for shutters since break in	£130 paid
51.13	Leics Gardens for grass cutting in April (5 th , 19 th plus 8 th and 22 nd PF)	£640
51.14	ICO subscription	£35 DD
51.15	Eon maintenance contract	£285.60
51.16	Bin emptying NNC	£157.73 paid 5/6/24
51.17	WPFC for works carried out in season, as per contract agreement	£900 paid 5/6/24
51.18	SLCC membership share	£121.37
51.19	A4 paper share (last paid May 2023)	£36.48
51.20	H and S items, signs x 2 and lifebelt, pond	£44.10, £81.34 paid
51.21	Howarth Timber insulation, previously agreed	£372.90 (inc VAT)
51.22	RoSPA play inspection	£249.60
51.23	Additional costs relating to the pavilion refurb as detailed at 43.1 b) and c)	As above
24/52	RECEIPTS	To note income received;
24/53	DATE OF NEXT MEETINGS It was noted that the date of the next meeting is the 8 th July 2024 at 7pm (subsequently decided to be the 1 st July 2024 at 7pm) and the next Planning Committee meeting is tbd dependent on new applications.	

Signed by Chairman _____ Date _____