

Minutes of the Easton on the Hill Parish Council meeting

held on 1st July 2024 at 7pm in the Village Hall, Easton on the Hill

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

Members of the public: none

Clerk: J Rice

24/54	APOLOGIES FOR ABSENCE. To receive apologies sent to the Clerk. Apologies were received from Cllr Mountain, Cllr Watson and Cllr Woodman. (Cllr McAllister subsequently apologised as he had had emergency work.)	
24/55	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.	
24/56	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. There were no members of public present. The Chairman reminded the Councillors about the principle of accountability.	
24/57	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 were agreed as a true record and duly signed by the Chairman.	
24/58	MATTERS ARISING from previous meeting. Community grant for conversion of remaining lights to LED applied for. Rose of Northamptonshire award volunteer nomination done. This was noted.	
24/59	GOVERNANCE AND FINANCE	
	59.1	To receive finance report and internal checks until/for June 2024 if available and resolve any queries. The Clerk had circulated the financial position and summarised in the meeting. The bank balance being 49.7k, with earmarked reserves of 2.4k and some playing field pavilion project budget outstanding, depending on final costs - to be confirmed. The internal checks will be done when the bank statements are received. Action Clerk/Cllrs
	59.2	To receive feedback from any training attended and agree any new training required. See summaries from AI training herewith. The Clerk had circulated a summary of the latest AI workshop notes and there were no questions or requests for other training.
	59.3	To receive any applications for co-option to the Parish Councillor vacancy and agree co-option or not or further action. There have been no applications for co-option and it was thought that with the Parish Councillor elections due in May 2025, it may be resolved then.
	59.4	To receive and note draft, revised financial regulations and amend/adopt. The draft revised regulations were received and noted. The main changes were discussed and agreed; around the Clerk getting fixed price quotations or estimates for different priced work and also the authorisation levels for certain payments/situations. It was further agreed to change the Lloyds card to the officer (Clerk) only, as recommended, and increase the limit to £500. Also, the internal checks were extended to include the bank details of a sample of 3 invoices, checked by a signatory, with the bank statements also checked as now. They were adopted with the suggested changes and will be changed and issued/uploaded. Action Clerk
	59.5	To agree letter of disqualification to be sent. It was agreed to postpone this until the September meeting. Action Clerk
24/60	PLAYING FIELD AND PLAYING FIELD WORKING GROUP (PFWG)	
	60.1	To hear update on the car park situation; including further feedback from surveyor and agree next steps. The surveyor has now confirmed removal of Bodpave as a recommendation and it was agreed

Signed by Chairman _____ Date _____

		to arrange a meeting with the contractor to sort a way forward, based on their proposal and the surveyor's report, and an agreed sum. Action Cllr Watson
60.2		<p>To receive and note update from PFWG – herewith – and discuss any queries, including update on the pavilion refurb contracts/work in progress, including</p> <p>a) To agree the appendix to hire agreement, herewith</p> <p>b) To agree mower service parts of £153.86</p> <p>The updated action planning summary was received and noted. Cllr Nicol went through the relevant issues, including an appendix to the football club hire agreement to resolve various current problems. A meeting will be held to discuss and reset/agree the relationship. The Clerk was asked to check the agreement and highlight any other issues/changes needed. Action Clerk/Cllr Nicol</p> <p>Additional works to the away changing rooms were agreed with the quotes available of £1500. It was agreed to re-use the existing pews, cut down to fit.</p> <p>It was noted that Addida are starting work on the wicket soon, with work done separately from the Parish Council, by the current contractor.</p> <p>It was noted that the grass cutting brief is now needed in detail following the plans submitted by the Nature Recovery Group, to enable the Clerk to obtain quotes for a contract starting next season. Action Trees and Green with PFWG, see 24/64a</p> <p>The mower parts were agreed as submitted to be paid (they have since changed).</p> <p>The Chairman will send a note of thanks to all who helped with the recent refurbishment work at the pavilion and noted a BBQ date to celebrate on 1/8/24. The new shutters order had been delayed by the bank details and so it was agreed to not place the order until a full check for suitability had been carried out. Action Cllr Nicol/Cllr Woodman</p>
60.3		To agree any additional costs necessary – for contractor extra materials for £183.46, and Parish Council shutters £503.98. The additional costs were agreed and also the invoices submitted from the contractor, previously increased and agreed.
60.4		To note second grant instalment of £1750 to be claimed when flooring complete and invoice paid. This was noted and will be processed asap. Action Clerk
60.5		To note update on waste bin emptying issue at playing field and resolve, including cancelling the Mountain contract/with penalty, herewith summary.
		The Clerk updated the Council on the new commercial contract from NNC for the 3 bins not covered by their current collection service. It was agreed that the Mountain contract would possibly be cancelled when any early cancellation penalty is confirmed. Action Clerk
60.6		To note new energy contract for pavilion power agreed with Yu Energy for 2 years w/e/f 14/7/24, herewith details. This was noted as less than agreed, and due to start mid-July.
60.7		To note feedback on play equipment and pavilion checks (incl Health and Safety) if available and agree any necessary actions. The checks had been received and actions noted. It was agreed to place “no BBQs/fires” notices in the Woodland Area and to carry out a risk assessment of the area. Other actions, including from the ROSPA inspection, are on the list of jobs for the maintenance contractor. Action Cllr Nicol/Clerk
24/61		PLANNING COMMITTEE (Cllr Lawson, Cllr Mountain, Cllr McAllister, Cllr Watson and Cllr Woodman) No separate Planning Committee meeting able to be held before mid July.
61.1		To decide response to application NE/24/00516/LBC at 61 Church St. Existing single and double glazed windows to be replaced with double glazed and replace modern conservatory with alternative energy efficient link, plus minor alterations to improve level of accommodation. Deadline 2/7/24. It was agreed to support this application as the changes will save energy. Action Clerk to send response.
61.2		To decide on tree work application NE/24/00422/TCA at 11 High St. Fell 1xHolly, reduce Hazel to 2.5m, reduce conifer to 6m and reduce hedge to 4m. Deadline 15/7/24. It was agreed to support these tree works. Action Clerk to send response.
24/62	REPORTS	FROM REPRESENTATIVES
62.1		<p>Checkers reports/village maintenance</p> <p>a) To receive checker reports from Cllr McAllister for June and address any issues raised.</p> <p>The checks are in progress. Cllr Green is now July checker, August is Cllr Woodman and others tbc in September. Action Cllr McAllister, Cllr Green, Cllr Woodman</p> <p>b) To note any new reports of village maintenance and report from Longhurst on uneven path. There were no new reports. It was noted that Longhurst have raised a job for the path.</p>

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	62.2	Village Hall 1) To note any update from Cllr Green representative. It was noted that the AGM has been held and there are no issues to report.
	62.3	Joint Action Group and Police Liaison Representative 1) To note any feedback from the conference. There has been no feedback received as yet.
	62.4	Traffic Working Group 1) To note application for new device submitted and independent referee/ence needed. This was noted and a plea will be resent to the road safety team to explain the situation and if needed a resident will be approached. Action Clerk
24/63	ALLOTMENTS	
	63.1	To receive update from Allotment Manager. The manager reported a few plots were being monitored for adequate maintenance according to the terms of the tenancy agreement.
24/64	TREES AND GREENS WORKING GROUP (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 including new plans. The feedback and plans had been circulated and noted for no mow areas and specific plans for other green areas maintained by the Parish Council. The Parish Online map service will be checked out otherwise a hand sketch will be drawn for the specification for a contractor to quote on. Action Cllrs Holwell and Green b) To discuss the grass cutting requirements for the whole village from the plans, in order to build a specification to get quotes from – see PFWG summary. See above. c) To receive and note feedback from Trees and Greens Group including recent volunteer pond clearance/tidy up session. The feedback from the Spring Close tidy up, including the pond, was very positive and a big thanks went to the Councillors and volunteers who helped do a great job.	
24/65	COMMUNITY SUPPORT/ENGAGEMENT/ISSUES a) To suggest and agree any specific items for August’s What’s on the Hill. Ideas were noted. b) To note election on 4/7/24 and Clerk to be Presiding Officer FYI. This was noted.	
24/66	CLERK CORRESPONDENCE /INFORMATION TO NOTE: a) To note update from Longhurst on residents’ complaint re designated disabled parking at The Close and charging cable use. The Clerk updated the Council on the situation between residents and Longhurst and Highways, that she had been in communication with both residents and Longhurst regarding and it was reported that Longhurst have visited to check the cable and all was ok plus Highways are assessing the disabled parking application for eligibility. The representative will attend a future meeting if required however could not attend this one on 1/7/24. b) Invitation to Four Counties Primary Care Network meeting with afternoon tea on 11/9/24 to build community relationships, herewith information. There was no one available for this date but it was agreed to request feedback notes etc. and respond to requests for information. Action Clerk c) Reminder re NCALC member survey, deadline 31/7/24, circulated. This was noted. d) Resident donation to dog charity. This was noted as a visitor found £20 on the playing field and despite a plea no one came forward and it was given to charity.	
24/67	ORDERS FOR PAYMENT The following payments were agreed:	
	67.1	Clerk reimburse for HP ink plans. E printer £4.49 plus one shared with other PCs £8.57. £13.06
	67.2	Clerk reimburse for Microsoft package July and home office allowance, plus mileage £5.99, £26, £8.10
	67.3	HMRC employer NI payment and any employee tax/NI payment July and August £59.57
	67.4	Yu Energy electricity bill as per contract, paid by direct debit. July and Aug £tbc
	67.5	EDF Briars electricity for street lighting £20.20 paid by DD
	67.6	EDF Energy for pavilion usage charged to WPFC by DD £tbc
	67.7	Village hall hire £28
	67.8	Clerk (new) salary/hours payable 31/7/24 and 31/8/24 £995.50 less tax and NI due £968.70
	67.9	Multipay card monthly fee and bank charges £6
	67.10	Mountain Recycling payment by DD £33.60
	67.11	Grounds Maintenance Contractor invoice for June £179.24
	67.12	Leics Gardens for grass cutting in May invoice no. 24/083 £640
	67.13	Envirobuild extra materials needed £183.46
	67.14	Handiman, K Cox labour quote increased/agreed for cladding work £1824
	67.15	Firdale for additional work £1500 plus vat

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	67.16	Firdale for remainder of first job	£1920
	67.17	Burdens for mower parts	£184.64 tbc
	67.18	Robert Dyas for shutters	£503.98 tbc
	67.19	Stable Hire Ltd for materials/tower and chipper	£608.55/£120
	67.20	Handiman K Cox for roof fitting	£878
24/68	RECEIPTS	To note income received; utilities x 2 in error from WPFC Grant one from Augean	£84.90 x 2 (in credit) £5000
24/69	DATE OF NEXT MEETINGS It was noted that the date of the next meeting is 9th September 2024 at 7pm . No meeting in August. 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		

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