

## Minutes of the Easton on the Hill Parish Council meeting

**held on 9<sup>th</sup> September 2024 at 7pm in the Village Hall, Easton on the Hill**

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

Members of the public: Cllr Watson joined the meeting by telephone for item 76.1

Clerk: J Rice

<b>24/70</b>	<b>APOLOGIES FOR ABSENCE. To receive apologies sent to the Clerk.</b> Apologies were received from Cllr Watson (see above) and Cllr Woodman. Craig Gardiner from Empingham Junior FC also sent apologies after 7pm.	
<b>24/71</b>	<b>DECLARATIONS OF INTEREST</b>	
	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 none.	
<b>24/72</b>	<b>PUBLIC PARTICIPATION</b>	
	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. Empingham Junior Football Club Representative to attend. The Chairman reminded Councillors of the principle of "Openness". There were no members of the public present. Unfortunately, the Empingham Football Club representative could not attend.	
<b>24/73</b>	<b>MINUTES OF THE LAST MEETING (previously circulated)</b>	
	To confirm as correct the record of the minutes of the last meeting held on 1 <sup>st</sup> July 2024, previously circulated. Chairman to sign. The minutes of the last meeting were agreed as a true record and duly signed by the Chairman.	
<b>24/74</b>	<b>MATTERS ARISING from previous meeting. Community grant for conversion of remaining lights to LED turned down, other options to explore.</b> This was noted and the Clerk will investigate other options and also consideration to inclusion in the next Council budget. <b>Action Clerk</b>	
<b>24/75</b>	<b>GOVERNANCE AND FINANCE</b>	
	<b>75.1</b>	<b>To receive finance report and internal checks until end of August 2024 and resolve any queries.</b> The latest budget report was circulated and the Clerk summarised the position in the meeting. At 42% through the year the basic budget is 54% spent, with some headings all spent at the start of the year and income to offset maintenance costs of the playing field. The refurb of the pavilion project has spent 19.5k of the 20k of budget identified, however this excludes any repairs to the car park planned. There was more work agreed and performed on the pavilion than originally planned for. The bank balance is currently 38k and forecast general reserves at the end of the year now 17k will in part be used for the car park. See below.
	<b>75.2</b>	<b>To receive any applications for co-option to the Parish Councillor vacancy and agree co-option or not.</b> There have been no new applications for co-option.
	<b>75.3</b>	<b>To agree letter of disqualification of Parish Councillor to be sent.</b> It was agreed to send a letter of disqualification to Cllr Ford for non-attendance at meetings and to notify Electoral Services for a notice of vacancy to be displayed in the parish. <b>Action Clerk</b>
	<b>75.4</b>	<b>To clarify a rota for bank statement checking and invoice bank details.</b> It was agreed to continue with the current system of internal checks, along with the additional check of invoice details by the signatories authorising payments. <b>Action Cllrs</b>
	<b>75.5</b>	<b>To note Unity Bank provide history of authorisation for financial regs. requirement and change to Multipay card limit increase to £500 for Clerk only.</b> This was noted.
	<b>75.6</b>	<b>To note training on offer and agree new bookings, including Employment Law free update 10/10.</b> This was noted, with no new training for Cllrs requested.
	<b>75.7</b>	<b>To note external audit all clear and notice to display.</b> This was noted and notices will be displayed as required. <b>Action Clerk/Cllr Lawson</b>

Signed by Chairman \_\_\_\_\_ Date \_\_\_\_\_

75.7		<p><b>To note NCALC conference date 5<sup>th</sup> October from 9.15am-1pm, at Moulton and agree attendance.</b> This was noted. It was agreed the Clerk will attend and Cllrs to request a booking if want to. <b>Action Clerk/Cllrs</b></p>
75.8		<p><b>To consider budget requests from working groups and general project costs for next financial year.</b> Councillors were asked to consider projects/spending for next year and working groups were asked to consider a budget for next year, sent to the Clerk ready for the next meeting. <b>Action Cllrs</b></p>
24/76	<p><b>PLAYING FIELD AND PLAYING FIELD WORKING GROUP (PFWG)</b></p>	
76.1		<p><b>To hear update on the car park proposal put forward and agree costs.</b> An update on the meeting held with the contractor was noted. The options that the contractor had offered were noted and considered but some queries remained. It was resolved to agree up to £10k expenditure on stone with granite topping materials, with further comparative quotes to be obtained. It was resolved that the contractor still needs to confirm some technicalities and costs, as previously discussed, and that the engineer needs to confirm if the bodpave and soil removal is advisable. <b>Action Clerk</b></p>
76.2		<p><b>To receive and note update from PFWG – herewith – and discuss any queries, including update on the pavilion refurb contracts/work in progress and any new costs to be agreed – to note summary of costs/budget to date, herewith.</b> <b>And note hire agreement appendix agreed and discuss/agree enforcing adherence to terms and future cost penalties.</b> The latest action planning summary had been circulated and was received and noted. The charges of split to sports clubs for water bills was agreed and £120 was agreed for health and safety items at the pavilion. The football club had been approached regarding adherence to the agreement terms and responded immediately and it was agreed no further action will be taken given the circumstances, only monitoring. The football/cricket fun day was confirmed and agreed as Sunday 15<sup>th</sup> September and the cricket club’s match on 22<sup>nd</sup> September for £75 normal charge. It was agreed that the outside container needs improving and Cllr Woodman will investigate options. <b>Action Cllr Woodman.</b> It was further agreed to keep the old cricket club trophies/shields and photos/frames and display them on the wall/a new shelf. <b>Action Clerk/GMC.</b> It was confirmed that the vandalism to the new stop net posts was reported and have since been re-instated and will be left in place all year. It was agreed that a TV licence is needed after all and will be applied for by the PC for the pavilion and costs recovery considered at some point. <b>Action Clerk</b></p>
76.3		<p><b>To note request from Empingham Junior Football Club to hire the field and decide response.</b> The representative apologised that he did not attend after all and so this item was not discussed further, as a decision had been made on previous information to not allow further hiring out of facilities.</p>
76.4		<p><b>To note update on waste bin emptying issue at playing field and resolve, including cancelling and reinstating the Mountain contract due to penalty, herewith summary.</b> It was confirmed that the penalty was too high to cancel the contract, and so it was agreed that the direct debit and service was re-instated.</p>
76.5		<p><b>To note feedback on play equipment and pavilion checks (Health and Safety) and agree any necessary new actions. To receive and note issue with zip wire and agree action.</b> Some actions are being actioned and the risk assessment will be updated once all works are completed. The issue of the recommendation of an internal check of the zip wire tubing by ROSPA was discussed and the cost was quoted at £2700 if all parts needed replacing, and possibly £600 by an alternative contractor. It was decided to leave this for a further year at least due to limited usage and just external visible checks will continue. <b>Action Clerk/GMC</b></p>
76.6		<p><b>To receive and note details of accident on pavilion external grounds, action taken and agree any further resulting action, including review of the H and S policy, herewith.</b> The details were received and noted and it was agreed no new actions are necessary besides the increased levelling off of the ground where possible -there are “dogs must be on leads” signs already. The subject of cleanliness prompted a check of environmental health food serving requirements and contact has been made with NNC. The health and safety policy will be updated and displayed asap. <b>Action Clerk/GMC</b></p>
24/77	<p><b>PLANNING COMMITTEE (Cllr Lawson, Cllr Mountain, Cllr McAllister, Cllr Watson and Cllr Woodman)</b> <b>No separate Planning Committee meeting able to be held before mid July.</b></p>	

Signed by Chairman \_\_\_\_\_ Date \_\_\_\_\_

	77.1	<b>To receive and note feedback from Planning Committee meeting on 9/9/24.</b> Cllr Lawson fed back from the planning committee meeting just held, with one response decided and many updates, plus communication with resident.
	77.2	<b>To discuss amendment to planning committee terms of reference to give Clerk delegated authority to send responses to some straightforward planning applications.</b> It was agreed to delegate authority to the Clerk to send a response on behalf of the Parish Council for planning applications just involving routine tree work and replacement windows, if this is the only application in the month. <b>Action Clerk</b> to amend terms of reference of planning committee.
	77.3	<b>To decide flagpole location and use. Cllr Lawson.</b> It was agreed that this should be moved to the Millenium Garden between the trees and a new socket installed, cost agreed circa £20. It was agreed a standard Easton on the Hill logo flag should be in place and then special occasion flags put out as appropriate. It was further agreed to put the Polish flag at Spring Close for the memorial anniversary. <b>Action Cllr Lawson/Cllr Woodman</b>
24/78	REPORTS	FROM REPRESENTATIVES
	78.1	<b>Checkers reports/village maintenance</b> a) <b>To receive outstanding checker reports from Councillors and address any issues raised. Cllr Green for July and Cllr Woodman for August. Cllr Holwell Sept and Cllr Mountain October.</b> Checkers reports have been sent as appropriate and no action highlighted. b) <b>To agree payment for defib electricity usage to R Dhillon at the Post Office.</b> This was agreed. c) <b>To note any new reports of village maintenance, including overhanging trees from Westfields to ND Close. Also, tenant's hedge in the Close.</b> The Clerk confirmed these have been reported to Longhurst for tenants and a tree is to be reported blocking sightlines between The Nook and Western Ave.
	78.2	<b>Village Hall</b> 1) <b>To note any update from Cllr Green representative.</b> There was no new report.
	78.3	<b>Joint Action Group and Police Liaison Representative</b> 1) <b>To note feedback report from the PLR conference and new Police, Fire and Crime Commissioner, and note new co-ordinator role, herewith, and recruit a new PLR if possible.</b> This was noted with no takers for the PLR role. 2) <b>To note Commissioner's Safe and Sound Plan, circulated.</b> This was noted.
	78.4	<b>Traffic Working Group</b> 1) <b>To note grant money of £495 received and purchase to be arranged.</b> This was noted and device to be ordered. A community speedwatch scheme will be investigated as well as an advisory 20mph. <b>Action Clerk/Cllr Woodman/TWG</b>
24/79	ALLOTMENTS	
	79.1	<b>To receive update from Allotment Manager.</b> Mrs Bates reported there are no issues.
24/80	<b>TREES AND GREENS WORKING GROUP (INCL NATURE RECOVERY) (Cllr Green, Cllr Mountain, Cllr Holwell and Cllr Bates)</b>	
	a) <b>To receive and note feedback from the latest Nature Recovery Group meeting including new cutting/planting plans.</b> The trees and greens group will meet to look at the plans circulated by Cllr Woodman, taking into account the nature recovery recommendations on cutting regimes. b) <b>To discuss the grass cutting requirements for the whole village from the plans, in order to build a specification for Clerk to get grass cutting quotes from – see PFWG summary.</b> A specification will be drawn up asap and sealed bids will be requested from contractors for the work from next season. c) <b>To receive and note risk assessment for Woodland Area and agree responsibility to check area.</b> This was circulated to the PFWG and noted and the contractor will check the area regularly and record/report any issues to the Clerk. <b>Action GMC/Clerk</b> d) <b>To receive and note any other feedback from Trees and Greens Group.</b> There was none.	
24/81	<b>COMMUNITY SUPPORT/ENGAGEMENT/ISSUES/VILLAGE GROUPS</b> - <b>To suggest and agree any specific items for October's What's on the Hill.</b> These are to be sent to the Clerk. <b>Action all</b> - <b>To receive and note feedback on BBB - Bowls Club.</b> Cllr Lawson gave a brief update that the club needs volunteers for committee members (rather than a handful playing) to be correctly constituted and handling the bank account monies which may call for a village meeting to boost interest.	
24/82	<b>CLERK CORRESPONDENCE /INFORMATION TO NOTE:</b> a) <b>Polling District/place review, deadline 25/10/24.</b> This was noted.	

Signed by Chairman \_\_\_\_\_ Date \_\_\_\_\_

- b) **Kier Transportation drop in event scheduled 17<sup>th</sup> September 10-3pm Burton Latimer Library for Cllrs.** This was noted.
- c) **Kings Award information event on 25/9/24 3.30-5pm, consider voluntary service.** This was noted. It was confirmed that the Rose of Northamptonshire award nominated to Birch Tree café has been achieved and will be awarded in due course.
- d) **Resident concerns over parking and speeds in Westfields and The Close, sign request – NNC response and decide action.** This was discussed and the need not thought necessary.
- e) **Update on footpath/cycle route Collyweston to Duddington, circulated.** This was noted.
- f) **Suggestion of VE Day 80<sup>th</sup> anniversary events 1945-2025.** This was noted, possibly for another group not PC, although a busy time of year, near 8/5/25.
- g) **Community Governance Reviews in some parishes to be carried out next year, circulated.** This was noted.

**24/83** **LAND REGISTRATION**  
**To receive and note information on company offer to register land eg Pocket Park and agree costs (budget £600)**  
 Cllr Lawson has made a start on this and will get as far as can and then look at a proposal to employ the company.  
**Action Cllr Lawson.**

**24/84** **ORDERS FOR PAYMENT The following payments were authorised to be made as follows;**

<b>84.1</b>	Clerk reimburse for HP ink plans Jul/Aug. E printer £4.49 plus one shared with other PCs £8.57.	£13.06 x 2
<b>84.2</b>	Clerk reimburse for Microsoft package August and September and home office allowance, plus mileage	£5.99 x 2, £26 x 2 plus, £8.10
<b>84.3</b>	HMRC employer NI payment and employee tax/NI payment September	£59.57
<b>84.4</b>	Yu Energy electricity bill as per contract, paid by direct debit, September	£323.51
<b>84.5</b>	EDF Briars electricity for street lighting, new DD set up	£tbc
<b>84.6</b>	EDF Energy for pavilion usage charged to WPFC by DD	£184.28 and £92.33
<b>84.7</b>	Village hall hire, nature recovery	£10
<b>84.8</b>	Clerk salary payable 30/9/24 £995.50 less tax and NI due	£968.70
<b>84.9</b>	Multipay card monthly fee and bank charges, now monthly	£6/£6
<b>84.10</b>	Mountain Recycling payment due but not yet paid	£35.76, £9.37, £49.70
<b>84.11</b>	Grounds Maintenance Contractor invoices for project and contract costs	£630.30
<b>84.12</b>	Leics Gardens for grass cutting	£tbc
<b>84.13</b>	Cllr T Nicol for materials re pavilion project extra work	£195.70
<b>84.14</b>	NCALC booking for lunchtime lowdown not attended/cancelled	£12 paid by clerk
<b>84.15</b>	R Dhillon for payment for electricity to the defib	£30
<b>84.16</b>	Eon quarterly maintenance costs	£285.60
<b>84.17</b>	Vision ICT account email	£24
<b>84.18</b>	Health and safety items for Grounds Maintenance Contractor work	£120

**24/84** **RECEIPTS**  
 To note income received; Road safety grant  
 From WPFC for utility bills  
 £495  
 £41.24

**24/85** **DATE OF NEXT MEETINGS** It was noted that the date of the next meeting is 14<sup>th</sup> October 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](http://www.eastononthehill-pc.gov.uk)