

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

held on 11<sup>th</sup> November 2024 at 7pm in the Village Hall, Easton on the Hill

Present: Cllr Bates, Cllr Holwell, Cllr Green, Cllr Lawson, Cllr Mountain, Cllr Nicol (Chairman), Cllr Watson (Vice Chairman) and Cllr Whileman

Clerk: J Rice and members of the public: 1

24/103	<b>APOLOGIES FOR ABSENCE. To receive apologies sent to the Clerk.</b> Apologies were received from Cllr Bradberry and Cllr Woodman and belatedly from Cllr McAllister.
24/104	<b>DECLARATIONS OF INTEREST</b> <b>To receive all declarations of interest under the Council's Code of Conduct related to business on the agenda.</b> <b>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).</b> There were no declarations of interest made.
24/105	<b>PUBLIC PARTICIPATION</b> <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.</b> <b>Chairman to remind Councillors of one of the Seven Nolan Principles of Public Life.</b> The Chairman reminded all Councillors of the Nolan principle of Leadership, to exhibit all the principles in their own behaviour and actively promote and support the principles and be willing to challenge poor behaviour wherever it occurs. The member of public present did not want to speak at that time and it was agreed they could be invited to speak later.
24/106	<b>MINUTES OF THE LAST MEETING (previously circulated)</b> <b>To confirm as correct the record of the minutes of the last meeting held on 14<sup>th</sup> October 2024, previously circulated. Chairman to sign.</b> The minutes of the last meeting were agreed as a true record and duly signed by the Chairman.
24/107	<b>MATTERS ARISING from previous meeting.</b> Cllr Lawson explained that the donated flagpole location had now been agreed and there is concrete available to set it in.
24/108	<b>GOVERNANCE, TRAINING AND FINANCE</b>
108.1	<b>To receive finance report and internal checks until end of October 2024 and resolve any queries, herewith.</b> The finance report was received and noted. The Clerk summarised the current situation and advised that with the recent additional expenditure and impending costs of car park remedial works, the general reserves will be impacted and no new, non budgeted expenditure should be agreed.
108.2	<b>To note latest training on offer and agree any new bookings, circulated. Note new Councillors being booked on. To note AI summary from latest workshop, herewith.</b> No new training is required except for the two new Councillors. The training notes were received and noted.
108.3	<b>To receive and consider draft budget, notes and precept from Finance Working Group and Clerk, herewith. To discuss and to resolve. Herewith.</b> The draft budget was received and noted. Cllr Nicol and the Clerk went through the proposed figures, principles and projects, resulting in a 3% increase in the precept/local tax amount to £41,212. The budget allows for an increase in general reserves of 4k and also project reserves not specifically allocated and not expected to be for the playing field next year, due to amount of work/cost/progress there in the last few years. The budget was agreed on the condition that the additional NI burden for employers (taken into account) is confirmed. <b>Action Clerk to check and send precept form in.</b> The Cllr's internal financial checks were received and noted as all ok.
108.4	<b>To note further refund received from National Grid power project of 1.5K, confirmed with NG.</b> This was noted.

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

108.5		<p><b>To consider budget, plans and arrangements for the local Councillor elections in May 2025. To understand potential vacancies, advertising material, a video, selling achievement, presentation slides, training course, herewith.</b></p> <p>The current situation was assessed in terms of likely Councillors restanding and not standing in May 2025, which is possibly looking about half each. It was agreed to hold a recruitment event at the Annual Parish/village meeting in March on Wednesday 12/3/2025. It was further agreed to design an eye catching advert to be placed all over the village in January and for Councillors to speak to likely candidates and sell their achievements over the last 4 years and the steady place that the council is in for going forward next year to encourage new candidates. <b>Action Cllr Nicol/all/Clerk</b></p>
108.6		<p><b>To note NALC website uses individual log ins now for each Councillor at <a href="http://www.nalc.gov.uk">www.nalc.gov.uk</a>, circulated.</b> This was noted.</p>
108.7		<p><b>To note NNC community grant opportunity for upto £5k, deadline 2/12/24 and resolve application, circulated.</b></p> <p>The two possible applications were discussed. One for outdoor gym equipment and another for conversion of more lights to LED. It was agreed to put in two applications and if had to choose one, LED lights are the preference. It was further noted that there hopefully still remains a £500 grant with the County Ward Councillor if needs.</p>
24/109	<b>PLAYING FIELD AND PLAYING FIELD WORKING GROUP (PFWG)</b>	
109.1		<p><b>To hear of progress on the car park remediation and installation of a height barrier and resolve any issues.</b></p> <p>It was reported that following a site meeting with the contractor, the details of the remedial work are agreed and should start this week and then soon after that, other work permitting. A height barrier was agreed, with the relevant signage and warnings, and arrangements will be confirmed with the waste contractors to stop them entering the car park beyond the 2.1-2.5m barrier (approx. 9m inside the entrance). A CCTV camera was discussed and the Clerk advised that data protection and signage/awareness must be in place, this was then agreed at a cost of £130 plus £10pm. <b>Action Cllr Watson/Cllr Nicol/Clerk/K Cox</b></p>
109.2		<p><b>To note any report from PFWG – no meeting held since last PC meeting. Update to include:</b></p> <ul style="list-style-type: none"> <li>- <b>WPFC’s first team has folded and so now only playing every other week.</b> This was noted with the acknowledgement that the club are struggling financially as a result due to fees and less income at the moment.</li> <li>- <b>Policy on other clubs using facilities is no bookings to be taken, even ad hoc requests.</b> This was discussed again and it was agreed that the ad hoc policy does in fact still stand as agreed previously. <b>Action Clerk</b></li> <li>- <b>MEF £500 grant approved – requested to put on hold.</b> This has been done.</li> <li>- <b>Park runs idea – advertised for a co-ordinator, only 2 responses so far.</b> The Clerk reported the response from one couple and it was agreed that the name Park Run was misleading as it is more an informal group run, organised aside from the Parish Council and that maybe the couple could trial it. <b>Action Clerk</b></li> <li>- <b>Budget for next year reduced from previous years.</b> This was noted and was discussed above.</li> <li>- <b>To resolve installation of new 18m pedestrian fence, along side of car park.</b> It was agreed to install a fence for a pedestrian walkway alongside the entrance on the right to the pedestrian gate, at a cost of £150 plus materials. <b>Action Clerk to order</b></li> <li>- <b>To resolve installation of Wifi box and cover.</b> Cllr Woodman is planning to make a box to cover the AC external unit and install a Wifi booster. It was agreed to check the spec and effectiveness of the unit and ensure risk assessments are in place. <b>Action Clerk</b></li> <li>- <b>To note £275 grant money to be spent on notice board/Woodland Way project still.</b> This was noted.</li> </ul>
109.3		<p><b>To note feedback on monthly play equipment and pavilion checks (Health and Safety) and agree any necessary new actions. Actions taking place in bar and at Close and posters up re food safety. To agree goals and slide need attention and agree costs.</b> The Clerk summarised the issues addressed and being addressed and it was agreed to get a costing on the old slide corrosion to be addressed. <b>Action K Cox/Clerk</b></p>

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

	109.4	<b>To note cleaning issue at pavilion and resolve action/change to agreement to end of season.</b> This issue was discussed as, despite attempts by WPFC, the pavilion is not in an acceptable state after a match and according to the agreement. It was agreed that they should be cleaning by Tuesday 9am following a match to a standard to be expected by another hirer – even if there is not another hirer. <b>Action Clerk</b>
24/110	<b>PLANNING COMMITTEE (Cllr Lawson, Cllr Mountain, Cllr McAllister, Cllr Watson and Cllr Woodman)</b>	
	110.1	<b>To note feedback from the planning committee meeting held on 11/11/24.</b> Cllr Lawson reported on the two applications discussed at the earlier meeting.
24/111	<b>REPORTS</b>	<b>FROM REPRESENTATIVES</b>
	111.1	<b>Checkers reports/village maintenance</b> a) <b>To receive checker reports from Councillors and address any issues raised. Cllr Mountain for October, Cllr Lawson for November. To note new rota for 2025.</b> Cllr Mountain reported she'd moved a sign that had been knocked over (this has been notified to NNC) and that Clay Well is clogged full of leaves that she will clear. b) <b>To note any new reports of village maintenance.</b> There were none. c) <b>To note Go Slow traffic sign to be put up by resident.</b> It was noted that this has been done.
	111.2	<b>Village Hall</b> 1) <b>To note any update from Cllr Green representative.</b> Cllr Green reported that new storage for chairs and tables is being planned for the kitchen area.
	111.3	<b>Joint Action Group and Police Liaison Representative</b> 1) <b>To receive and note any update, since delay in July 2024.</b> This was circulated and noted.
	111.4	<b>Traffic Working Group</b> 1) <b>To note new device installed and offer to extend warranty of previous purchase at £199. (Budget £170 left).</b> This was discussed and it was agreed not to pay for the warranty. 2) <b>To note update on Community Speedwatch Scheme.</b> Cllr Green reported that more volunteers are needed to make this happen, possibly shared with the Collyweston scheme. Cllr Lawson showed an ambiguous response from Highways on the speed limit change but no further action was felt necessary. <b>Action Clerk</b>
24/112	<b>ALLOTMENTS</b>	
	112.1	<b>To receive update from Allotment Manager.</b> The Allotment Manager reported there is a half plot vacancy to be advertised. <b>Action P Bates/Clerk</b>
24/113	<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 the recent grant purchases plan and new cutting/planting plans. To give thanks to Jeff Davies and Sophie (RV).</b> It was reported that more bulbs have been received and will be planted soon. Thanks were given to Cllr Mountain and the Nature Recovery team for the 2-3 collaboration project and grant to be received soon. Some community days will be organised for planting and a Spring Close clean up next Spring. <b>Action TAG</b> b) <b>To receive and note the grass cutting specification for quotes/tenders to be submitted and to clarify sealed bids process.</b> The details of the contract were agreed and it will be sent out for quotes from at least three contractors and be put in What's on the Hill communication. <b>Action Clerk</b> c) <b>To receive and note any other feedback from Trees and Greens Group.</b> There was none.	
24/114	<b>COMMUNITY SUPPORT/ENGAGEMENT/ISSUES/VILLAGE GROUPS</b> - <b>To suggest and agree any specific items for December's What's on the Hill.</b> It was noted that items to be sent to the Clerk asap. Action all - <b>To receive and note any feedback on Remembrance Day event and Winter Warmers.</b> It was noted that the Polish war memorial display and event feedback was very positive. - <b>To note Cllr Bates' progress with notice board refurb with PO collection of £200.</b> The work was discussed and it was agreed that K Cox and Cllr Bates will liaise to decide who best to do the work of sanding and repainting. <b>Action K Cox/Cllr Bates</b>	
24/115	<b>CLERK CORRESPONDENCE /INFORMATION TO NOTE:</b> a) <b>To note Strategic Town and Parish Forum 21/11/24 7pm for clerks and councillors.</b> This was noted. b) <b>To note volunteer needed to complete survey for NCALC/Professor on role of PC in health and well-being.</b> Cllr Nicol agreed to do this and it will be sent.	

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- c) The Clerk reported a resident asking for support from the Council to remind residents not to burn wet garden rubbish and use the garden waste service instead to avoid excess smoking affecting residents with lung problems. This was agreed. **Action Clerk**

<b>24/116</b>	<b>LAND REGISTRATION</b>	<b>To receive and note update from company registering land eg Pocket Park.</b> It was noted there had been no more news from the company.
<b>24/117</b>	<b>ORDERS FOR PAYMENT To agree payments to be made as follows;</b> payments were agreed as follows:	
<b>117.1</b>	Clerk reimburse for HP ink plans Sept E printer £4.49 plus one shared with other PCs £8.57.	£13.06
<b>117.2</b>	Clerk reimburse for Microsoft package October and home office allowance, plus mileage	£5.99, £26, £38.70
<b>117.3</b>	HMRC employer NI payment £37.54 and employee tax/NI payment £33.60 November	£71.14
<b>117.4</b>	Yu Energy electricity bill as per contract, paid by direct debit, November	£361.35 £17.27
<b>117.5</b>	EDF Briers electricity for street lighting, paid by DD	£20.42
<b>117.6</b>	EDF Energy for pavilion usage charged to WPFC by DD	£69.43
<b>117.7</b>	Village hall hire	£28
<b>117.8</b>	Clerk salary/hours payable 30/11/24, now £1030.02 less tax and NI due Back pay of cost of living pay increase 7 months of £37.52	£996.42 £262.64
<b>117.9</b>	Multipay card monthly fee and bank charges, monthly	£5.40/£3
<b>117.10</b>	Mountain Recycling payment by DD for October	£28.12
<b>117.11</b>	Grounds Maintenance Contractor invoice for October £225 labour £290.53 materials	£515.53
<b>117.12</b>	Leics Gardens for grass cutting invoice 24/217 for cuts in September	£640
<b>117.13</b>	Cumbria Clock Ltd for clock service	£234
<b>117.14</b>	Reimburse Clerk for second wreath	£24.49
<b>117.15</b>	Boston Seeds from Nature Recovery grant	£865.99
<b>117.16</b>	Landmark Trading from NR grant	£444.91
<b>117.17</b>	R Holwell for chainsaw course from NR grant	£840
<b>117.18</b>	Aveland Trees from NR grant	£667.80
<b>117.19</b>	Bulldog handtools from NR grant	£140.46
<b>117.20</b>	Garden Machinery from NR grant	£117.95
<b>117.21</b>	Nestbox Co from NR grant	£1812.48
<b>117.22</b>	CLr Mountain for waders from NR grant	£139.98
<b>117.23</b>	D Musson Fencing materials for new pedestrian fence in PF	£468.18
<b>117.24</b>	Guard My Farm for CCTV cameras over car park/playing field	£129.98
<b>117.25</b>	Wave water bill for Aug-Oct to be repaid by clubs/PC	£236.98
<b>24/118</b>	<b>RECEIPTS</b>	To note income received; WPFC for rent/electricity October 2024 National Grid project refund VAT reclaim received 28/10/24 Nature Recovery grant to come
		£351.98 £1595.07 £4171.57 £4184.50
<b>24/119</b>	<b>DATE OF NEXT MEETINGS</b> It was noted that the date of the next meeting is 9 <sup>th</sup> December 2024 at 7pm and the next Planning Committee meeting is also planned for the same date, dependent on new applications.	

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