

# Minutes of the Easton on the Hill Parish Council meeting

held on 12<sup>th</sup> May 2025 at 7pm in the Village Hall, Easton on the Hill

Present: Cllr K Cox, Cllr A Davey, Cllr J Garner, Cllr R Holwell, Cllr G Kendall, Cllr J Lyons, Cllr D Mitchell, Cllr J Stephenson, Cllr S Woodman. Clerk: Mrs J Rice and 5 members of the public.

Tim Nicol welcomed and congratulated the newly elected Councillors. He then led a tribute and a minute's silence for Patsy Bates, ex Councillor who passed away recently after many years of loyal service.

Jerry Watson, ex Councillor, also congratulated the new Councillors and said a few words about the chairmen roles.

25/1	<b>TO ELECT A CHAIRMAN</b>	
	<b>Current Chairman (or Vice Chairman) to take nominations and votes for Chairman and elect. In the event of a tie in votes, the outgoing Chairman has a casting vote. Once appointed, the new Chairman to sign the Declaration of Acceptance and chair the meeting.</b> Tim Nicol took nominations for the Chairman position and there was only Mr A Davey nominated, proposed, seconded and unanimously voted in. Cllr Davey then signed his declaration and chaired the meeting.	
25/2	<b>TO ELECT A VICE CHAIRMAN. To take nominations and vote to resolve.</b> Cllr Davey took nominations. Cllr Cox nominated himself, there were no other nominations, he was proposed, seconded and unanimously voted in.	
25/3	<b>DECLARATIONS OF INTEREST</b>	
	<b>To receive Councillors' declarations of acceptance of office and other forms and are reminded about expenses forms and Register of Interests forms to do. If a member is not present to do so, resolve when they will be accepted. To note process if declaration not signed and new vacancy exists.</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). The Clerk took in the declarations of acceptance and other forms completed at the meeting. It was resolved to accept Cllr McAllister's acceptance form etc at the next meeting. It was explained that as E Laurance has not attended or signed her declaration, and previously had withdrawn from the election, it was noted that the vacancy will be declared to the Elections Team and displayed in the parish then co-opted to. <b>Action Clerk to progress</b> Cllr Mitchell declared a personal interest in item 9.1, his planning application. Cllr Cox informed the members of his paid contracts with the Parish Council as Grounds Maintenance Contractor (GMC) and grass cutting contractor.	
25/4	<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> There were no issues raised in public time. One of the principles of public life, that of selflessness, was read out as a reminder to councillors and it was resolved to continue this good practice.	
25/5	<b>MINUTES OF THE LAST MEETING</b>	
	<b>To confirm as correct the record of the minutes of the last meeting held on 14<sup>th</sup> April 2025, previously circulated. Chairman to sign.</b> The minutes were agreed as a true record bar one change relating to 194.1b that is The Green and not Top Hedges and signed by the Chairman.	
25/6	<b>MATTERS ARISING from previous meeting.</b> There were no matters arising.	
25/7	<b>GOVERNANCE, TRAINING AND FINANCE</b>	
	7.1	<b>To review committees' and working groups terms of reference and resolve any changes, herewith.</b> <b>To review and agree committees' and working groups' members, herewith list. Review Whatsapp groups as necessary.</b> The existing groups were signed up to as they are with new Councillors as necessary, except for the Playing Field Working Group which will be reviewed at a future meeting. Some roles will be deferred or allocated as needed. Cllrs agreed to join whatsapp groups for some communications. <b>Action Clerk to summarise/set up</b>

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

	7.2	<b>To agree a group training session for councillors. Provisional date 11/6/25 7-9pm, plus Chairmanship training.</b> As only 4/5 councillors could make the group date it was resolved to try to invite other councils. Others will then attend individually. <b>Action Clerk to enquire</b>
	7.3	<b>To receive, note, review and agree members code of conduct.</b> This was reviewed and agreed.
	7.4	<b>To receive, review and agree to adopt Financial Regulations and Standing Orders, herewith.</b> These were reviewed and agreed.
	7.5	<b>To review Councillor finance internal control checkers, currently as per monthly defib checker.</b> It was agreed that the same arrangements will continue.
	7.6	<b>To review Council's annual risk assessment, herewith.</b> This was reviewed and agreed.
	7.7	<b>To check bank signatory Councillors and arrange for more if needed.</b> It was agreed to add two more, Cllr Garner and Cllr Davey, to the current signatories Cllr Woodman and Cllr Holwell (in progress). <b>Action Clerk to start applications</b>
	7.8	<b>To check criteria for General Power of Competence and resolve still met and adopted.</b> The criteria and GPOC was explained and eligibility confirmed.
	7.9	<b>To receive end of April finance report and internal checks until end of March/the financial year 2025 and resolve any queries, herewith. To agree projects of footpaths, notice board are carried over.</b> The reports were received and noted. The Clerk briefly went through the latest position of 9% at 8% through the year and no concerns at this stage. The bank balance of 55k includes all of the 41k precept, 4.3k in grants and 2.3k earmarked.
	7.10	<b>To note all Annual Governance and Accountability Return (AGAR) forms sent off to external auditor.</b> This was noted.
	7.11	<b>To receive and note Staffing Committee recommendation on appraisal and increment and resolve, including job evaluation update.</b> The summary from the old committee was received and noted. It was resolved that the new committee will meet with the clerk and decide next steps. The Clerk expressed that an in-confidence meeting with the ex chair would not be advisable. <b>Action Staffing Committee.</b>
	7.12	<b>To receive and note insurance premium renewal information and resolve action/payment.</b> The premium proposal, within £100 of the budget, was received and noted. In the timescale and situation, it was agreed to accept this on the Clerk recommendation as part of the long-term agreement and a good deal compared to previous company rates. <b>Action Clerk</b>
	7.13	<b>To note Post Office collection monies of £275 to be spent, and resolve idea.</b> It was resolved to defer this to the next meeting and bring ideas then. <b>Action all</b>
<b>25/8</b>	<b>PLAYING FIELD AND PLAYING FIELD WORKING GROUP (PFWG)</b>	
	8.1	<b>To agree gym equipment choice from new grant of 4k, already received. Choices/proposal herewith.</b> The recommendation of the two pieces was discussed and agreed. <b>Action Clerk</b>
	8.2	<b>To agree CCTV mobile phone plan.</b> The Clerk explained that this had been done already due to current usage and minimum spend limits meaning a necessity for continued service.
	8.3	<b>Health and safety - to note feedback and update on monthly play equipment and pavilion checks, plus progress with the outstanding list. Resolve any outstanding jobs/expenditure, including spare cladding, SW, fertiliser for field, car park rolling, deep clean for pavilion.</b> The grounds maintenance contractor(GMC) went through the list of H and S jobs for allocation to others, although the Clerk advised this was not their work. He explained he had no pecuniary interest due to the contract. Cllr Woodman said he will use the spare cladding on the toilet block. It was agreed to arrange £90 extra expenditure on fertiliser for the pitch, requested by the GMC as part of his contract, on the advice of a pitch inspector. It was not the recommendation of the Clerk who had taken some advice and said the maintenance budget is quite tight and health and safety jobs are more important. The Clerk explained she had asked A Hinch to look at the car park and feedback, due to previous issues with the surface. The cleaning of the pavilion was not discussed. <b>Action K Cox GMC, Cllr Woodman, Clerk</b>
	8.4	<b>To note RoSPA play safety inspection is due in June and resolve accompanying or not at cost of £50.</b> This was noted and it was resolved it was not worth accompanying them.

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

25/9	PLANNING COMMITTEE/PLANNING APPLICATIONS AND ISSUES		
	9.1	<b>To resolve new applications as follows, in absence of new planning committee and note others.</b> <ul style="list-style-type: none"><li>- <b>25/00339/FUL construction of S/S Oak framed dining room to rear of dwelling at 37 West St.</b> It was resolved to support this application as no detrimental effect anticipated. <b>Action Clerk to send.</b></li><li>- <b>Consultation on Draft Peterborough Local Plan, as circulated.</b> It was resolved not to send a comment.</li><li>- <b>25/00386/FUL erection of new steel framed agricultural storage bldg., deadline 24/5/25.</b> It was resolved to support this application as no detrimental effect anticipated. <b>Action Clerk to send</b></li><li>- <b>To note application for alterations to village hall is permitted.</b> This was noted.</li><li>- <b>To receive and note minutes of the last planning committee meeting and agree accuracy and chairman to sign, herewith.</b> There were received and noted as accurate and duly signed by the Chairman.</li></ul>	
25/10	REPORTS	FROM REPRESENTATIVES	
	10.1	<b>Checkers reports/village maintenance</b> <ul style="list-style-type: none"><li>a) <b>To receive checker report and address any issues raised. To note new checker list from May 2025, plus arrangements to train new Councillors, herewith.</b> Cllr Woodman did the checks and reported no issues. A new rota will be done. <b>Action Clerk</b></li><li>b) <b>To note any new reports of village maintenance and resolve action.</b> There was nothing reported.</li><li>c) <b>To note grant paid for new fencing at Spring Close and resolve contractor/work/risk assessments.</b> The grant has been paid in and an order placed for the materials as agreed. The previous risk assessment will be checked/updated if necessary. <b>Action Cllr Woodman</b></li></ul>	
	10.2	<b>Village Hall</b> <ul style="list-style-type: none"><li>1) <b>To note any update available.</b> There was no new update.</li></ul>	
	10.3	<b>Police Liaison Representative</b> <ul style="list-style-type: none"><li>1) <b>To note Teams meeting with Police, Fire and Crime Commissioner at 6pm on 20/5/25 for interested Councillor.</b> There was no-one to attend this.</li></ul>	
	10.4	<b>Traffic Working Group</b> <ul style="list-style-type: none"><li>1) <b>To receive any update on device data.</b> There was no new report.</li></ul>	
25/11	ALLOTMENTS		
	11.1	<b>To note Allotment Manager post vacant and resolve process to recruit.</b> Cllr Cox expressed interest in this role, and there were no others, and it was resolved that it would be easier if it is a Councillor and it was agreed to appoint K Cox. It was agreed that this is a volunteer role reporting to the Clerk. Details will be sent in due course. D Greaves asked if a new padlock could be purchased as the gate one is missing. This was agreed (max £50) due to the previously reported safety issue. <b>Action Clerk/Allotment Mgr</b>	
25/12	TREES AND GREENS WORKING GROUP (INCL NATURE RECOVERY)		
		a) <b>To receive and note nature recovery plans, herewith.</b> It was reported that the agreed plans are in progress by Jeff Davies, resident on the group.	
25/13	COMMUNITY SUPPORT/ENGAGEMENT/ISSUES/VILLAGE GROUPS		
		- <b>To suggest and agree any specific items for June’s What’s on the Hill – new Councillors.</b> This was agreed. <b>Action Clerk</b>	
25/14	CLERK CORRESPONDENCE /INFORMATION TO NOTE: <b>To receive any correspondence and decide to bring back to a future meeting or not.</b> <ul style="list-style-type: none"><li>1. <b>A1 gap closures</b> - this was noted.</li><li>2. <b>Well-being walk leader opportunity</b> – this was noted.</li></ul>		
25/15	ORDERS FOR PAYMENT <b>To agree payments to be made as follows;</b>		
	15.1	Clerk reimburse for HP ink plan shared with other PC	£9.57
	15.2	Clerk reimburse for Microsoft package May, home office allowance, plus mileage	£8.49, £26, £11.25
	15.3	HMRC employer NI payment and employee tax/NI payment April	£ 125.55
	15.4	Yu Energy Briers street lighting bill as per contract, paid by direct debit, May	£18.33
	15.5	Yu Energy electricity for pavilion, paid by DD, May	£20.62
	15.6	Yu Energy streetlighting invoices by direct debit	£343.66/£16.92
	15.7	Village hall hire	£28

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

	15.8	Clerk salary/hours payable 31/5/25, £1030.02 less tax £33.60	£996.42
	15.9	Multipay card monthly fee and Unity bank charges, monthly	£3/£6
	15.10	Grounds Maintenance Contractor invoice for April, labour and materials	£165/£203.42
	15.11	Hand-i-man contractor grass cutting	£450
	15.12	WPFC for works done as per agreement appendix and invoiced previously	£100 deducted from Jan bill
	15.13	Jeff Davies reimburse for expenses for nature recovery	£28.70
	15.14	Society of Local Council Clerks membership share	£131.10
	15.15	Insurance premium to Clear Council	£999.72
	15.16	Maintenance items, fertiliser and padlock	Max £140
	15.17	David Musson fencing for Spring Close from grant	£490.99
<b>25/16</b>	RECEIPTS	WPFC for hire/utility for January Member Empowerment Fund grant received 2/5/25 Precept from NNC Xfer to Instant Access account for higher interest Allotment rent	£214.35 received 22/4/25 £423.16 £41212 £30000 £40.50 in April
<b>25/17</b>	<b>DATE OF NEXT MEETINGS</b> It was noted that the date of the next full council meeting is on Monday 9 <sup>th</sup> June 2025 at 7pm <b>in the pavilion</b> and the next Planning Committee meeting is to be agreed, provisionally the same date, dependent on new applications/committee.		

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