

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

**held on 11<sup>th</sup> May 2026 at 7pm in the Village Hall, New Road, Easton on the Hill.**

Present Cllr K Cox, Cllr A Davey (Chairman), Cllr Holwell, Cllr Kaye, Cllr J Lyons, Cllr D Mitchell , Cllr J Stephenson, Cllr Tungate and Cllr S Woodman and Clerk: Mrs J Rice.

There were no members of the public present.

<b>26/1</b>	<b>TO ELECT A CHAIRMAN</b>
	<p><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></p> <p>Nominations were sought for a Chairman and Cllr A Davey was proposed, seconded and voted in as Chairman, who duly signed the declaration of acceptance.</p>
<b>26/2</b>	<b>TO ELECT A VICE CHAIRMAN. To take nominations and vote to resolve.</b> Nominations were sought for a Vice-Chairman and Cllr S Woodman was proposed, seconded and voted in as Vice-Chairman.
<b>26/3</b>	<p><b>APOLOGIES FOR ABSENCE</b></p> <p><b>To receive and note apologies for absence sent to the Clerk and note and agree new policy for next time.</b></p> <p>Apologies were received by the Clerk from Ward Cllr S Fairhall and belatedly from Cllr G Kendall. Cllr J Garner sent apologies indirectly. The Clerk stated that the internal auditor had recommended a new absences policy, which will be on the next agenda. <b>Action Clerk</b></p>
<b>26/3</b>	<b>DECLARATIONS OF INTEREST</b>
	<p>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 is a legal requirement and will require that the member withdraws from the meeting room during the transaction of that item of business). There were no declarations of interest at this point. There was a belated personal interest given by Cllr K Cox at item 7.7.</p>
<b>26/4</b>	<b>PUBLIC PARTICIPATION</b>
	<p><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> There were no members of the public present.</p>
<b>26/5</b>	<b>MINUTES OF THE LAST MEETING</b>
	<p><b>To confirm as accurate the record of the minutes of the last meeting held on 13<sup>th</sup> April 2026, previously circulated. Chairman to sign.</b> The minutes were signed as a true record and duly signed by the Chairman.</p>
<b>26/6</b>	<b>MATTERS ARISING from previous meeting. To note new project for new equipment at The Close approved and note APM held and well received.</b> This was noted. In addition, the Clerk stated there was approx. £400 remaining of grant money and so this is requested to go towards the post installation inspection that is necessary.
<b>26/7</b>	<b>GOVERNANCE, TRAINING AND FINANCE</b>
	<p><b>7.1</b> <b>To review committees' and working groups terms of reference and resolve any changes, herewith for Planning Committee, Trees and Greens/Nature Recovery. To review and agree committees' and working groups' members, herewith list, including Village Hall Trustee Rep (currently Cll Lyons). Review Whatsapp policy and groups as necessary.</b> It was agreed by all that Councillors are to remain as they are on current committees and groups. It was further agreed to nominate Cllr J Lyons as the Council Trustee Rep on the Village Hall Committee. It was resolved to cover item 9.5 now. Due to a lack of willing members, it was agreed to defer the setting up of a new Playing Field Working Group. The current Whatsapp groups were discussed and it was decided, against the advice of the Clerk (ie that they do not align to council groups now and as such have members of the public on, which is not advisable for council business due to data protection), to leave them as they are. <b>Action Clerk to publish</b></p>
	<p><b>7.2</b> <b>To receive, note, review and agree members code of conduct, herewith.</b> This was received, noted and agreed. <b>Action Clerk</b></p>
	<p><b>7.3</b> <b>To receive, review and agree to adopt Financial Regulations and Standing Orders, herewith. To consider Clerk recommendation to allow delegated authority for expenditure on small maintenance jobs up to a maximum value and within budget to speed up work rate and efficiency.</b></p>

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

		The financial regs and standing orders were received and agreed, with an amount of £100pm agreed delegated expenditure for the Clerk for maintenance or any budget line. It was further agreed for the Chairman to initial each invoice at each meeting as previously. <b>Action Clerk</b>
	<b>7.4</b>	<b>To review Councillor finance internal control checkers, currently as per monthly defib checker.</b> It was agreed to leave this system as it is and put the rota in the Whatsapp group.
	<b>7.5</b>	<b>To review Council's annual risk assessment, herewith.</b> This was reviewed and agreed. <b>Action Clerk</b>
	<b>7.6</b>	<b>To check bank signatory Councillors and arrange for more if needed.</b> It was agreed to keep with the four in place now.
	<b>7.7</b>	<b>To receive end of April finance report and internal checks and resolve any queries, herewith, including Cash for Cans in general reserves.</b> The report was received and noted, with expenditure being 8% spent after one month and the list of earmarked reserves agreed. There were no queries. It was agreed that the money raised via "Cash for Cans" will be earmarked for playing field outdoor equipment project funds.
	<b>7.8</b>	<b>To note Joint Panel on Accountability and Governance Practitioner's guide to be aware of for Annual Governance and Accountability Return (AGAR) signing, herewith.</b> This was noted.
	<b>7.9</b>	<b>To receive AGAR internal audit report and resolve any actions, herewith.</b> This was received and noted with progress towards the points raised already in place, including Assertion 10.
	<b>7.10</b>	<b>To review and approve AGAR Section 1 Governance Statements and Section 2 Accounting Statements and then Chairman and Clerk to sign the forms, herewith.</b> The Governance Statements were read and the answer agreed in turn and then the Accounting Statements were agreed, and both forms approved and signed. <b>Action Clerk to send/publish</b>
	<b>7.11</b>	<b>To agree dates for public to exercise rights to inspect accounts and forms to be submitted to external auditor as required, herewith.</b> The dates suggested were approved.
	<b>7.12</b>	<b>To receive summary about insurance quote and resolve whether to accept insurance premium quoted, herewith.</b> The summary was received and it was noted that the premium has increased by 44% due to increased machinery and buildings values. It was agreed to accept the premium unless the building value decreases as advised by Cllr J Garner. <b>Action J Garner/Clerk</b>
	<b>7.13</b>	<b>To agree any new training required for new committees, working group members, or general tng.</b> It was agreed that the new Vice-Chairman will do the Chairmanship training. <b>Action Clerk/S Woodman</b>
	<b>7.14</b>	<b>To receive and note request from Winter Warmers for a grant of £250 and resolve. Budget is £1000.</b> The application details were received and noted and it was resolved to award a grant of £250.
<b>26/8</b>	<b>CLERK CORRESPONDENCE /INFORMATION TO NOTE/DECISIONS:</b>	
	<ul style="list-style-type: none"> <li>- <b>To note NCALC Councillor survey to complete, circulated 20/4/26, deadline 31/5/26.</b> This was noted for all to complete by the deadline. <b>Action all</b></li> <li>- <b>To note resident request to plant up verges and NNC criteria to get agreement and resolve a way forward.</b> The request was noted and also the criteria, costs and conditions that apply to residents and the Council should they wish to plant up and manage the North Northants Council owned verges. It was decided not to go ahead. <b>Action Clerk</b></li> <li>- <b>To note invitation to Civic dinner for £45 and resolve attendance or not.</b> It was resolved not to attend this.</li> <li>- <b>To note report of new access to house made in hedge on Drift and NNC response.</b> This was noted and it was agreed that the Parish Council cannot take any action as they do not own the hedge or Drift and residents may have rights to drive up there with permission and advises residents to take it up privately or with the housing association if applicable. <b>Action Clerk to advise resident</b></li> <li>- <b>To note thanks x 2 for First Aid training received and donation to be sent by resident.</b> This was noted and appreciated.</li> <li>- <b>To resolve pack of dog poo posters for £150 from Keep Britain Tidy campaign.</b> This was not agreed.</li> </ul>	
<b>26/9</b>	<b>PLAYING FIELD, PAVILION, PLAY AREAS, WOODLAND AREA</b>	
	<b>9.1</b>	<b>Contractor, Health and Safety – to note list of work and agree expenditure of new works and ideas, herewith, including rabbit holes.</b> It was agreed to continue filling holes with the stone rather than the soil and roll it if possible. It was further agreed to stain the benches and defer the covering of the chairs. It was resolved to appoint a contractor to reseal the showers to stop leaking and mould. <b>Action Clerk</b>
	<b>9.2</b>	<b>To note feedback from Legionnaires Disease Specialist risk assessment visit and agree actions.</b> The Clerk reported there were two priority actions and they are in progress. The delegated authority will be used to purchase some items needed and new forms and schemes of control are needed.

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

Action Clerk

- 9.3 To receive update on revised and final ACC and FC hire agreements and resolve any queries/agree action. This was not covered. C/F.
- 9.4 To note issue with FC toilet block on site not safe and not water tested or checked and resolve action. The Clerk raised that the block is deemed not fit for purpose as it is and no safety checks or cleaning carried out. It was agreed this is purely a Football Club responsibility and they will be asked to take the relevant action. It was resolved not to ask the PC insurance position, as suggested by the Clerk.  
Action Clerk
- 9.5 To agree terms of reference and membership of new Playing Field Working Group and outstanding issues list and resolve action. This was covered in item 7.1 above.

**26/10 REPORTS FROM COUNCILLOR REPRESENTATIVES**

- 10.1 Checkers reports/village maintenance/salt bins/defibrillators/speed control measures
- To receive checker report from Cllr Woodman for April and resolve any maintenance needed. Cllr Woodman reported no issues, then it was resolved to remove the stop net holders as not used. It was noted the May checker is Cllr Kaye who has completed the checks ok and the defib issue was resolved.
  - To note correspondence re A43 speed control and hotspot information wanted by Highways. This was noted and information will be provided from the police report. Action Clerk
- 10.2 Parish Path Warden (Cllr Woodman) To receive any update. Cllr Woodman reported no update.
- 10.3 Village Hall (Cllr Lyons) To note any update from the PC representative Trustee. There has been no new update.
- 10.4 Police Liaison Representative
- To hear update and resolve any action – see projects below. Ward Cllr Fairhall has liaised with Cllrs and pushed for action, stressing it is important for residents to report on line any suspicious behaviour and incidents. Another reminder will be sent out. Action Clerk

**26/11 ALLOTMENTS**

- 11.1 To resolve continuation of “community plot” and maintenance thereof. Note a few on waiting list. It was agreed to ask the tenants if they are keen to keep it and maintain it as planned. Action Clerk
- 11.2 To resolve help with removal of rubbish from allotment(s) by PC, scrap metal and other/skip? It was agreed that council will help with the scrap metal etc pile. Action Cllr Cox
- 11.3 To note issues reported at allotments and action taken. It was noted that the Clerk has followed the process as per the conditions of tenancy where appropriate.

**26/12 COMMUNITY SUPPORT/ENGAGEMENT/ISSUES/VILLAGE GROUPS**

- To suggest and agree any specific items for June’s What’s on the Hill and check/note of any new residents for welcome pack. It was agreed to remind residents about reporting ASB etc. and see 15.2.

**26/13 TREES AND GREENS WORKING GROUP (INCL NATURE RECOVERY) Cllr Cox, Cllr Holwell, Cllr Mitchell, Cllr Woodman, plus Cllr Tungate Climate and Action Champion. (Last tree survey Aug 2025)** It was agreed that Cllr Holwell will speak to contractors on site about the felling of the three Poplars at Spring Close and to ask for quotes to be sent direct to the Clerk. Action Cllr Holwell/Clerk

**26/14 PLANNING COMMITTEE (Cllr Kaye, Cllr Mitchell, Cllr Stephenson, Cllr Woodman, Cllr Tungate)**

- 14.1 To note latest feedback from the Planning Committee meeting/applications. <https://publicaccess.east-northamptonshire.gov.uk/online-applications/>
- To receive and note feedback on any applications since last meeting. 26/00671/TPO Lime tree remove at All Saints Church – response sent under delegated authority. This was noted.
  - To note attendance at Local Plan review, receive and note feedback (Cllr Davey). Cllr Davey explained that there is very little detail at this stage on any developments, although criteria is available to guide councils on how to respond to the site review. It was suggested and agreed that a working group is formed soon to look at responses.

**26/15 PROJECTS**

- 15.1 To note resident survey results and agree a way forward. It was resolved that the sub-group will meet to review the results in more detail and report back. Action Cllrs J Stephenson, H Tungate and A Davey.
- 15.2 To receive and review CCTV task and finish group Terms of Reference and resolve members. It was proposed that a working group be formed to meet to look into the feasibility and merits of CCTV,

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

possibly with interested members of the public and it was resolved to ask via Whats on the Hill first, for members with Cllr Cox and Cllr Kaye. **Action Clerk**

<b>26/16</b>	<b>ORDERS FOR PAYMENT</b> The payments were approved as follows. The invoices have all been examined, verified and certified by the Responsible Financial Officer (RFO) and signed by the Chairman.		
<b>16.1</b>	Clerk reimburse for HP ink cartridge until new plan payment due July 2026. Plus M/S, home office and mileage expenses, refreshments for APM.	£8.49, £26, £18.90, £43.67 and £7.99 thermometer	
<b>16.2</b>	HMRC employer NI payment and employee tax/NI payment April.	£151.45	
<b>16.3</b>	Valda New supplier for street lighting bills as per contract, paid by direct debit. And Yu Energy for The Briers	£228.08 paid by DD and £24.79	
<b>16.4</b>	Yu energy bill pavilion electricity, paid by DD	£57.01	
<b>16.5</b>	Village hall hire x 2 meetings	£45	
<b>16.6</b>	Clerk salary/hours payable 31/5/26 less tax and NI due	£1043.21	
<b>16.7</b>	Multipay card monthly fee and Unity bank charges, monthly	£3/£7	
<b>16.8</b>	Bison Assist for Legionella visit	£354 paid by card	
<b>16.9</b>	Stable Hire Ltd for stump grinder	£78 paid by BP	
<b>16.10</b>	T Cowling for GMC April	£210	
<b>16.11</b>	K Cox Handiman grass cutting	£547.50	
<b>16.12</b>	Wave water bill at pavilion/playing field	£159.17	
<b>16.13</b>	Mobile phone sim card plan for CCTV	£48 paid	
<b>26/17</b>	<b>DATE OF NEXT MEETINGS</b> It was noted that the next meeting is on Monday 8 <sup>th</sup> June 2026 at 7pm in the village hall and the next Planning Committee meeting is to be agreed, dependent on new applications, usually the same date.		

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