

EASTON ON THE HILL PARISH COUNCIL

Parish Office
Turves Barn
Whitepost Road South
Eye
Peterborough
PE6 7SW

E-mail: clerk@eastononthehill-pc.gov.uk
Web: www.eastononthehill-pc.gov.uk

Minutes of the Meeting of Easton on the Hill Parish Council Held on Monday 11 March 2019 at 19.00 in the Easton on the Hill Village Hall

Present

Councillors P Bates, A Cutforth, W Davis, I Forman, A O'Grady, J Rawlinson, M Simpson (Chairman) & D Sharpe
Clerk A Benfield
Others 7 Members of the public were in attendance.

Prior to the start of the meeting the Chairman informed those present that he needed to leave at no later than 9.00pm for a business commitment. It was therefore agreed that any matters that had not been dealt with would be deferred until the next scheduled meeting

18/254 APOLOGIES FOR ABSENCE

Apologies for absence were received from Cllr E Hanson, Stokes & Ward (personal reasons).

18/255 DECLARATIONS OF INTEREST

Cllrs Bates and O'Grady declared an other interest in agenda item 18/626 as both are allotment tenants. They stated that as they did not consider it to be a disclosable interest, they would remain in the meeting during the discussion

Resolved That the declaration of interest be received and noted

18/256 PUBLIC PARTICIPATION

A member of the public brought to the attention of the meeting the current state of the roof of the tractor shed on the Playing Fields. They were concerned that the sheeting that had blown off the roof and was asbestos. Further comment was made regarding the poor state of repair of other buildings on the site also.

18/257 MINUTES

A concern was raised that the correctness and level of detail included in the minutes and a request was made that the Clerk should review the meeting recording and amend. Following a brief discussion, it was agreed that both the level of detail and the accuracy were correct and that no amendments were required.

Resolved The minutes of the meeting held on Monday 11 February 2019 were confirmed as a correct record of the meeting and signed by the Chairman

18/258 ANNUAL PARISH MEETING

The minutes of the Annual Parish Meeting held on Tuesday 5 March 2019 were reviewed. It was noted that both the Playing Field and Village Traffic Working Parties had been formed, as had a further Working Party to work towards the implementation of all the outstanding recommendations from the Village Plan.

Clarification was requested on why Cllr Bates had been advised to not be a member of the Playing Field Working Party. The Clerk commented that she had not said that Cllr Bates should not be a member but advised that it may put her in a difficult position in terms of declarations of interest at a later date for bias as she was not appointed as a Council Representative.

A question was raised on the balance of the working parties and it was agreed that this was not a matter for the Council to decide but the groups themselves to consider.

Resolved 258.1 The minutes of the Annual Parish Meeting held on 5 March 2019 were received and noted
235.2 That there were no actions forthcoming from the meeting relevant to the Parish Council other than the formation of the Working Parties

Initials

18/259 GOVERNANCE MATTERS

The Clerk made reference to emails that had been circulating between Councillors regarding the cost of the current clerking services and FOI matters – both of which were governance matters and required formal debate and decision before action. She reminded Councillor that they could request any item to be included on an agenda for discussion and decision and that unless it was formally agreed at a meeting it was not a legal decision.

Resolved That the comments of the Clerk were received and noted.

18/260 PLANNING APPLICATIONS

It was noted that the Planning Committee had informally reviewed the following Planning Application and recommend that no comments should be made.

- 19/00265/LBC - Proposal: Conversion of existing Dovecote to create gym, lift existing brick floor, lay concrete slab to a depth of 100mm and re lay existing brick floor over to support mezzanine level. Removal of existing mock collyweston roof tiles and battens, addition of breathable roofing membrane over existing roof trusses, installation of new battens and existing tiles relaid over. Removal of existing door and replacement with aluminium framed glazed door, removal of existing opening at mezzanine level and replace with aluminium framed glazed unit, addition of cast iron grille on exterior of building to allow for extraction of ventilation equipment. at 34 Stamford Road Easton On The Hill Northamptonshire PE9 3NU.

Consideration was given to the following planning applications that had not been reviewed informally by the Planning Committee

- 19/00177/FUL Proposal: New solid roof and lantern to existing conservatory, new porch canopy and alteration to 1no. window at 16 Church Street Easton On The Hill Stamford Northamptonshire PE9 3LL
- 19/00178/LBC Proposal: Replacement of staircase, removal of part wall/cupboard next to dining room chimney, removal of part walls to living room to create full width access to conservatory, reconfiguring of ensuite Bedroom 1, new solid roof and lantern to existing conservatory, new porch canopy and alteration to 1no. window at 16 Church Street Easton On The Hill Stamford Northamptonshire PE9 3LL

Resolved That no comments be made on the above Planning Applications

18/237 TREE SURVEY REPORT

The Tree Survey Report that had been completed in February was received and noted. In considering the recommendations it was agreed that tree 23 in Spring Close should be felled and poisoned.

Consideration was given to the Clerks report regarding either granting permission or carrying out work on trees other than for safety and maintenance grounds and the Chairman raised the matter of a tree in Spring Close that was causing loss of light concerns for a resident.

A discussion took place regarding the tree plan provided with the tree report to establish which tree was causing the problem. Comment was made that the resident had discussed the matter with a Councillor whilst the recent Ivy removal work was being carried out and that they were satisfied that this would resolve the problem.

It was agreed that the contractor who had completed the survey should be requested to meet on site to review the plan as there appeared to be some confusion that needed to be resolved on the actual position of some of the trees. In particular comment was made that tree NT1 did not appear to be in the right place.

Reference was then made to the trees along Race Course Road that had not been included in the report. The Clerk stated that she had not been able to establish why the trees were considered to be the responsibility of the Parish Council. Cllrs Bates and Cutforth commented that all the Field Maples had been planted by the Parish Council during 1997 and 1998 but that the Horse Chestnuts were not parish responsibility. It was agreed therefore that the contractor should be requested to carry out a survey on the Race Course Road trees also.

- Resolved**
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| 237.1 | That the Tree Survey carried out in February 2019 be received and noted. |
| 237.2 | That quotes be sought for the work recommended in the report excluding the Ivy removal and this had been already done by a working party. |
| 237.3 | That J Wilcockson be appointed to carry out a survey the Field Maples along Race Course Road that were the responsibility of the Parish Council |
| 237.4 | That J Wilcockson be requested to clarify the positioning of the Spring Close tree location map during a site visit |
| 237.5 | That the Clerks report and residents request to reduce the height of a tree in Spring Close be deferred pending the site visit detailed above |

Cllrs Bates left the meeting at this point

Initials

18/262 ALLOTMENTS

Cllr O'Grady requested clarification from the Clerk on whether she should leave the meeting or not. The Clerk responded that it was for a Councillor to decide if they felt their interest in a matter required them to leave the meeting whilst the item was discussed not the Clerks.

Cllrs O'Grady left the meeting at this point

A brief discussion took place on the Clerks Report including whether plots should be let to non-residents of Easton on the Hill. It was agreed that Cllrs Cutforth & Sharpe work on the tenancy agreement with the Clerk for further consideration by Council

Consideration was also given to whether the allotment rents that were due for collection on Lady Day (25 March) should be collected or deferred until the tenancy agreement was reviewed. A vote was taken with equal numbers for and against at which point the Chairman used his casting vote to support the collection of the rents as scheduled.

- Resolved**
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| 262.1 | That Cllrs Cutforth and Sharpe work with the Clerk to update the Allotment Agreement and other supporting documentation |
| 262.2 | That the allotment rents be collected on Lady Day as normal with the new Allotment Agreement, once adopted, brought into operation for 2020. |

Cllrs Bates and O'Grady re-joined the meeting

18/263 PARISH CLERK JOB EVALUATION AND RECRUITMENT

The Locum Clerk provided a verbal update on the recruitment process so far. She indicated that she had received five expressions of interest and two completed applications to date. No applications would be accepted after noon on Monday 18 March with shortlisting to take place on Tuesday 19 March and interviews scheduled for the following week.

- Resolved**
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| 263.1 | That the verbal report from the Locum Clerk be received and noted |
| 263.2 | That the cost of £201 for advertising the post with the SLCC be ratified |

18/264 CLERKS REPORT

- Resolved**
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| 264.1 | That no correspondence other than previously circulated had been received be noted |
| 264.2 | To the update report regarding the ICO investigation into FOI Request dated October 2017 be received and noted. |
| 264.3 | That the Rolling Program be receive and note and that the formation of a Village Plan Working Party at the APM be added |
| 264.4 | That the action taken by the Clerk to put provision in place for a temporary front page on the website at a cost of £35 in line with London Bridge plans |
| 264.5 | That the action taken by the Clerk to appoint EMS to undertake maintenance work at a cost of £544.56 be ratified. |
| 264.6 | That EMS continue to be appointed to undertake minor repair work within the village on behalf of the Parish Council with all quotes and invoices to include itemisation of works. |
| 264.7 | That a letter confirming EOTH Cricket Club have permission to use the Playing Fields for the 2019 season to enable them to apply for a grant from the English Cricket Board to actively promote the cricket world cup and enable them to purchase a new bbq and patio furniture is sent. |
| 264.8 | That agreement be given in principle for Blackstones Junior FC in partnership with Stamford and District Beavers and Cub scouts to arrange a football tournament on the Playing Fields in May or June on the understanding that agreement is reached with the EOTH Cricket Club and the status of the access to the site if via a bridleway. Cllr Forman be the point of contact between the negotiations and the Parish Council. |

18/265 REPORTS FROM REPRESENTATIVES

Trees & Greens – those involved in the recent Ivy clearing in Spring Close commented on the success of the operation. Discussion took place on whether the waste ivy should be left on site to die down or cleared. It was agreed that it should be cleared as other organisations were expected to clear waste materials from site and to leave it would set a double standard. Cllr O'Grady offered to remove the Ivy and dispose of it.

Playing Field - Cllr Simpson provided an update on the status of the ownership situation. He informed the meeting that he is awaiting a response from the Solicitors clarifying the timeframe linked to the ownership being proved by Land Registry.

The discussion moved on to the amount of dog faeces that are left on the playing field with a request that more signs should be erected reminding dog walkers of the need to clean up faeces. Comment was made that part of the problem was caused by commercial dog walkers. It was agreed that more signs would be erected with Cllr Simpson agreeing to take responsibility for this. It was also agreed that the PFWP should be asked to look into this problem for the future.

Vehicle Activation Devices – Cllrs Forman & Rawlinson provided a verbal report and indicated that the two battery powered ones had been replaced. They commented that the checks were originally carried out every two weeks but as both batteries had died quicker, they were looking to inspect more frequently. It was further agreed that Cllr Stokes be asked where the mobile devices should be relocated to.

Checkers Report – Cllr Cutforth provided an update on the checks she had completed the previous month. She commented that both defibrillators were not working and one cabinet was difficult to open and corroded. She raised concerns that checks on these were not being completed fully. It was acknowledged that Councillors had not received training on what checks were required and that this needed to be arranged. The Clerk informed the meeting that spares for both units had been ordered and delivery was expected the following day.

Village Hall – With Cllrs Bates, Cutforth and O’Grady being Trustees of the Village Hall and no other Councillors expressing an interest the Chairman agreed to be the representative on the Village Hall Committee.

- Resolved**
- 265.1** a) That the report on the Trees and Greens be received and noted
b) That Councillor O’Grady be nominated to remove the cleared Ivy from site and dispose of it
- 265.2** a) That the report on the Playing Field be received and noted
b) That Cllr Simpson be appointed to investigate signage promoting responsible dog ownership
c) That the Playing Field Working Party be requested to consider dog walking on the field as part of their work
- 265.3** a) That the verbal report from Cllrs Forman & Rawlinson on the Vehicle Activation Devices be received and noted.
b) That Cllr Stokes be asked where the mobile devices should be relocated to.
- 265.4** a) That the Checkers report from Cllr Cutforth be received and noted
b) That defibrillator check training be arranged for Councillors
- 265.5** That Cllr Simpson to be the appointed Parish Council Representative on the Village Hall Committee

18/266 **ORDERS FOR PAYMENT**

- Resolved** That the following payments be made –
- Clerking Services - £1614.28
 - Street Light Maintenance - £1654.98
 - Expenses - £84.59
 - Tree Survey - £462.00
 - Website London Bridge front page - £42.00
 - NCALC Training - £325.00
 - Annual Cloud Storage - £40
- That the following payment be ratified having been made between meetings
- Spares for the Defibs - £193.80

18/267 **BANK RECONCILIATION**

It was noted that no bank reconciliation was presented as the bank statements had not arrived in time for one to be produced.

- Resolved**
- 267.1** That the February bank reconciliation be presented to the April meeting
- 267.2** That the action taken by the Clerk at a cost of £25 to stop two cheques that had not been received be ratified

18/268 **BUDGET REPORT**

- Resolved** That the budget report to the 4 March 2019 be received and noted

18/269 **MATTERS FOR INFORMATION**

No matters for information or inclusion on the next agenda were raised

Initials

18/270 EXCLUSION OF PRESS AND PUBLIC

To resolve that the press and public are excluded from the meeting for the following items of business on the grounds that publicity would be prejudicial to the public interest by reason of the sensitive and/or confidential business to be transacted in accordance with s1(1) of the Public Bodies (Admissions to Meetings) Act 1960

18/271 CHURCHYARD GATE REPLACEMENT

A brief discussion on this matter took place prior to the meeting being closed due to the time. Cllrs Forman and Simpson agreed to look into the proposed gates prior to the next meeting.

Resolved That due to the time being 9.00pm this matter be deferred for consideration to the next meeting of the Council scheduled to take place on Monday 8 April 2019

18/272 RE-ADMITTANCE OF PRESS AND PUBLIC

To resolve that as the sensitive and/or confidential business has been transacted that the press and public are re-admitted to the meeting in accordance with s1(2) of the Public Bodies (Admissions to Meetings) Act 1960

18/273 DATE OF NEXT MEETING

The next meeting will be held on 8 April 2019

Signed:

Chairman

Date:

Initials