

# EASTON ON THE HILL PARISH COUNCIL

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## **Minutes of the Annual Meeting of Easton on the Hill Parish Council** Held on Monday 13<sup>th</sup> May 2019 at 19.00 in the Easton on the Hill Village Hall

**Present** Councillors A Cutforth, J Rawlinson, J Ward, A O'Grady, P Bates, W Davies, E Hanson (Vice Chair)  
Clerk J Rice  
Others 29 Members of the public were in attendance.

### **19/01 To elect a Chairperson**

Cllr Hanson acted as Chair in the current Chair's absence. She firstly asked that everyone respect each other and behave in a reasonable manner with respect and empathy. Nominations for Chairperson were invited. 2 names were put forward and a vote taken. There were equal votes for each nominee and so the casting vote was taken by the presiding Chair and Cllr M Simpson duly elected as Chairperson.

**Resolved** Councillor M Simpson was re-elected as Chairperson.

### **19/02 To elect a Vice-Chair**

Nominations for Vice Chair were invited. One name was put forward and Councillor J Rawlinson elected as Vice-Chair. He then took over as Chair of this meeting.

**Resolved** Councillor J Rawlinson elected as Vice Chairperson and chaired this meeting

### **19/03 APOLOGIES FOR ABSENCE**

Apologies for absence were received by Cllr Sharpe (on holiday), Cllr Simpson (work commitment), Cllr Forman (work commitment) and Cllr Stokes (personal reasons).

**Resolved** that the apologies for absence were noted and accepted.

### **19/04 DECLARATIONS OF INTEREST**

Cllr Cutforth declared an interest in item 13.6b as a Village Hall Trustee

Cllr Hanson declared an interest in item 11 as an allotment holder

Cllr O'Grady declared an interest in item 11 and items 8.2 as an allotment holder and close involvement in governance issue

### **19/05 PUBLIC PARTICIPATION**

A member of the public reported a concern that a can of diesel and then a can of petrol had been found on the playing field. They've now been removed. Another member of public asked for help to gain support and interest by using the changing room building on the playing fields to attach an aerial and battery equipment for amateur radio enthusiasts. He was asked to contact the council via the website.

Other members of the public stated that they were encouraged at the previous meeting by the governance review progress, but were saddened to read the email reference "A 4 year review" and the report in response to this, in the information pack for this meeting. Some individual members of the public raised concerns that the same issues are still being discussed and also commented on the amount of time and money that was being spent dealing with it all, when other issues are more important. It was noted that it is an agenda item under governance and will be discussed then.

A member of public raised the fact that Cllr Stokes had possibly not attended a Council meeting in 6 months and this will be checked out as appropriate.

Cllr O'Grady asked for clarification as to how a member of public knew about the Freedom of Information case previously mentioned. It was said that this could not be looked into.

### **19/06 MINUTES OF THE LAST MEETING (previously circulated)**

Cllr Cutforth stated that the minutes for 18/284 under Clerk report was inaccurate and that no discussion on extra payments to the village hall took place and that the May agenda should therefore be to discuss the payment. This was queried as the Clerk thought that it did get discussed. Cllr Rawlinson made observations that in item 18/285 the wording should be changed from camera. It was noted that some items were not brought forward from the last meeting onto this agenda however it was agreed that due to the possible length of this meeting, they could be carried forward to June.

**Resolved** that all agreed to the minutes of the last meeting subject to the necessary amendments and these minutes and other items will be C/F to the next meeting.

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**19/07 RAF WITTERING**

Squadron Leader Knights attended the meeting and informed everyone about the invitation to the residents of Easton to the Families' day/Summer fete at RAF Wittering on 13<sup>th</sup> July 2019. Tickets will be sent at the end of May for the best distribution to the community.

**Resolved** That the information from Squadron Leader Knights was noted and the tickets be distributed.

**19/08 GOVERNANCE MATTERS**

**8.1 To review and respond to the correspondence from ENC received on 8<sup>th</sup> April 2019 about introducing a 9 month report on the progress on the recommendations of the Governance report.**

It was reported by the Clerk that by the time this letter had been received, and with the recent activity within the Council, it was unrealistic to expect a 9 month report, especially as it was 9 months already.

**Resolved** to carry this forward to the next meeting

**8.2 4 year review** Cllr O'Grady left the room and returned after this item.

- a) To receive and note correspondence from Cllr O'Grady to the Chair previously circulated.
- b) To receive and note report from Locum Clerk in response to above correspondence previously circulated.
- c) To consider invoking the unreasonable complainant behaviour policy

Councillors commented on the financial/staff cost to the Council all this is incurring and that this should be challenged, not the things in the report. It was said that it is time to draw a line under it as it has all been said before and it saddened some Councillors to read it. It was commented that maybe it is not Council business now but personal and maybe the Monitoring Officer could be asked to intervene and deal with it, just involving the Chair and relevant Councillor. Another suggestion was made that an early election be investigated so that the public can vote for Councillors nominated.

**Resolved** that the possibility of an election be investigated and reported back at the next meeting and consideration be given to using Danny Moody/Sharn Matthews for advice to individuals.

**8.3 to review financial regulations, standing orders, assets register etc as per current SOs point 5j**

The clerk reported that she thought this would be too big a job to do at one meeting and so it was suggested that a list be drawn up prioritising the policies etc to be reviewed and a calendar of dates to review them.

**Resolved** that the list of policies etc in the current SOs at point 5j be prioritised and spread over the year.

**19/09 PLANNING APPLICATIONS from Planning Committee**

9.1	To note planning consent has been given for applications 19/00265LBC (34, Stamford Road) 19/00177/FUL (16, Church St) and 19/00398/FUL (4 High St) <b>Resolved</b> that the above was noted and it was agreed that it was useful to have planning decisions included in this part of the agenda.
9.2	Public Consultation - Land off Stamford Road, Easton on the Hill. To note the email circulated confirming the view from the Planning Policy Officer at ENC and note comments from residents copied to the Clerk, before inviting Johnson Mowat to a future Council meeting (previously circulated) <b>Resolved</b> that the above was noted and that until an actual planning application was submitted nothing further would be done.
9.3	To consider 19/00564/LBC and 19/00563/FUL to erect wooden gates across access to the rear garden of the property at 23 Church St <b>Resolved</b> that there were no objections to this application. A new application for The Abbey had been received but it was too late for inclusion and therefore an extension to the deadline for comments will be requested.
19/10	<b>TREE SURVEY REPORT</b>
	To review the outstanding tree survey report from John Wilcockson (previously circulated) It was commented that the tree report was not necessarily needed until boundaries and ownership was clarified however it had been previously agreed to do this outstanding report. The report was considered and no action was deemed necessary. It was noted that the ivy on G1 needed removing and so a small working party would tackle that soon. <b>Resolved</b> that no tree work would be carried out apart from ivy removal
19/11	<b>ALLOTMENTS</b> Cllr J Ward left the meeting at this point saying he would not return, but with no explanation Cllr Hanson and Cllr O'Grady left the meeting due to a declaration of interest and returned after
11.1	To receive a verbal report from the Clerk on matters relating to the allotments since the last meeting The Clerk reported that all allotments had been allocated and that new tenants had been given the new agreement. A further update is covered by the Extraordinary meeting later.

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	<b>11.2</b>	To agree a way forward on the new agreements being introduced. The Clerk noted confusion that the minutes for March said the new agreements were for 2020 but the April minutes said they had been adopted without amendment and so was seeking a way forward. It was felt that the GDPR part should be sent to all allotment holders and that only new tenants get the new agreements this year. <b>Resolved</b> that all existing tenants should be sent the GDPR section of the agreement.
	<b>11.3</b>	To consider the request for a cockerel on an allotment. This was discussed and it was agreed that it should be allowed on a trial basis subject to quarterly reviews in case of nuisance or health and safety issues. <b>Resolved</b> that the tenant be advised the cockerel is allowed subject to quarterly reviews.
<b>19/12</b>	<b>CLERKS REPORT</b>	
		To receive and note copies of correspondence not previously circulated and confirm those should be brought back to Council for formal consideration.
	<b>12.1</b>	To receive and note opportunities for community funding The Clerk informed the council of an email about community funding available. <b>Resolved</b> that it be given to Cllr Davies to look at for new playground equipment and circulated to all.
	<b>12.2</b>	To receive and note the Rolling Program (copy herewith) The Clerk reported that there had not been time to update this and it would therefore have to be carried forward. <b>Resolved</b> to carry this forward to the next meeting.
	<b>12.3</b>	To note play area inspection is due to take place in June and consider being an automatic client for regular inspections <b>Resolved</b> that this was noted and also that we should already be on an automatic repeat system.
	<b>12.4</b>	To receive and note update from the Clerk on the ICO investigation into FOI Request dated October 2017 (verbal) No further information available as update from ICO not yet given.
		The Clerk also reported a complaint that had been received that day from a member of the public regarding the content of the email titled A 4 year review indicating malpractice. The Clerk informed the meeting that they were referred to the Monitoring Officer as no complaints are dealt with for individual Councillors. The Clerk also reported that she had received another complaint of a potential breach of GDPR but that it was too late for this meeting and will be deferred to the next meeting.
<b>19/13</b>	<b>REPORTS FROM REPRESENTATIVES</b>	
	<b>13.1</b>	To appoint committee representatives This is to be included in the list/programme of policies to be updated and carried forward to the next meeting.
	<b>13.2</b>	a) Trees and Greens – Cllr Bates reported no update.
	<b>13.3</b>	Playing Field – Cllr Simpson To consider options for making the broken gate/entrance more secure This was discussed and it was decided that Cllr Davies will take a look and see what needs doing/can be done.  Also, the Clerk reported that the Solicitors had confirmed receipt of the application for registering ownership of the playing fields land.  <b>Resolved</b> that Cllr Davies will look at what is needed to make the gate more secure and the Clerk and Chair will visit the Solicitor.
	<b>13.4</b>	Vehicle Activation Devices – Cllrs Forman & Rawlinson Cllr Rawlinson reported that both devices are working ok and the batteries have been changed. Cllr Rawlinson reported that he can download the data now and ENC can give information such as 1% of main road users are speeding. <b>Resolved</b> that Cllr Rawlinson will circulate the latest information for discussion at the next meeting.
	<b>13.5</b>	Checkers Report – Cllr Davies' from last month and this month's report from Cllr I Forman. It is not certain whether Cllr Forman had done May's checks. Cllr Hanson will do June and go through the forms with new Councillors. <b>Resolved</b> that Cllr Hanson will do the next report with new Councillors as necessary.
	<b>13.6</b>	Village Hall – Cllr Simpson a) to make arrangements to check cupboard in the Village Hall for relevant Council files and ongoing storage. A discussion took place and Cllr Cutforth reported that she had a master key and that the files can remain there as it is a designated space for Parish Council. There should

		<p>be another key and the Clerk will try to establish where it might be and go through the files if needed.</p> <p><b>Resolved</b> that another key to the PC cupboard will be made available.</p> <p>b) To consider payment to village hall for meetings bi-monthly not annually The Clerk explained that the Village Hall committee had asked if the extra payments we have agreed to pay/overall payments should be billed and paid monthly or annually. <b>Resolved</b> that monthly bills are better for budgeting purposes and will be requested.</p>
	<b>13.7</b>	<p>Playing Field Working Party – Cllrs Davies, Forman &amp; Rawlinson A discussion took place on whether a Trustee could be a representative from the Parish Council on the working party. It was thought that they could report back but then exclude themselves from the discussion and any decisions. <b>Resolved</b> that this will be considered when all working party committee members are reviewed.</p>
		<p>a) To receive and note Working Party meeting minutes previously circulated. <b>Resolved</b> that the minutes are noted.</p>
		<p>b) To consider Working Party issue around limiting dogs/dog poo and possibly commercial dog walkers A discussion took place around the issue of increased dog waste on the recreation ground due in part to commercial dog walkers and whether a ban should be imposed. <b>Resolved</b> that new signs will be put up about picking up dog waste and that in future it should be considered that the play area be fenced off.</p> <p>c) To consider new playground equipment as some is not up to standard The Community Funding information was given to Cllr Davies to consider. <b>Resolved</b> to review this after the inspection in June</p> <p>d) To consider request for financial help towards a questionnaire, previously circulated. The working party reported that they would like to consult residents on what they'd like to see happen with the playing fields before making any decisions. <b>Resolved</b> that upto £30 would be available for the WP to spend on printing costs. Proposed by Cllr Cutforth and seconded by Cllr O'Grady.</p>
	<b>13.8</b>	<p>Village Traffic &amp; Speed Working Party – Cllrs Sharpe &amp; Stokes This will be carried forward to the next meeting as neither were present.</p>
	<b>13.9</b>	<p>Village Plan Working Party – to nominate a Councillor to represent the Parish Council on Working Party. A discussion took place on what the group should do now and if terms of reference should be reviewed. <b>Resolved</b> that this will be carried forward with review of committee and group members.</p>
<b>19/14</b>	<b>ORDERS FOR PAYMENT</b>	
	<b>14.1</b>	To note and agree the following payments are made:-
		Safety tape EMS £15
		Jobs as agreed previously EMS £579.56
		Village hall additional lettings £119
		NCALC membership subs £656.36
		Mileage/travelling expenses for Clerk £20.70
		Stationery, print cartridge for Clerk £30
		Mileage Cllr D Sharpe £7.20
		Tree report John Wilcockson £465.70
		Clerking services A. Benfield £1881.18
		To ratify payment made between meetings:-
		New Clerk pay date changed to end of each month. Salary and HMRC until 30/4 £650.96
		Clerk's salary and HMRC payable 31/5/19 £745.76
	<b>14.2</b>	To note receipts of allotment rent £142.50 and Parish Precept £12500
	<b>14.3</b>	To note Barclays bank account now closed and Unity Bank account operational and administrator details changed over
		<p>A discussion took place about the high payment to the Support Clerk and if this will continue. The Clerk reported that she was still involved in some ongoing issues but that the hours should hopefully reduce soon. <b>Resolved</b> that all payments agreed subject to sight of Support Clerk's timesheet.</p>
	<b>BUDGET REPORT</b>	
		To receive and note Budget Report up to 30 April 2019 and bank reconciliation previously circulated. <b>Resolved</b> that these were noted and no comment made.
<b>19/15</b>	<b>NOTICE BOARD</b>	

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	<p>To note the current use of one notice board for PC information and publications and consider purchasing a new board</p> <p>A discussion took place on the erratic use of notice boards in the village and whether a new, dedicated notice board would be better.</p> <p><b>Resolved</b> that a notice be put up to say that a copy of minutes is available on the website or from the Clerk and Cllr Rawlinson will look into a new board and permission from the house whose wall is where the board is currently.</p>
<b>19/16</b>	<b>EXCLUSION OF PRESS AND PUBLIC</b>
	<p>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</p>
	<p>Anonymous letter. To note receipt of an anonymous letter and agree a way of dealing with them in future.</p> <p>A discussion took place on a letter that had been received recently and due to the sensitivity it was not felt necessary to reveal details. It was further reported that appropriate action had been taken on this one, however it was proposed that no action will be taken on them in future as if it was a serious matter then the author should go to the police.</p> <p><b>Resolved</b> that anonymous letters to the Clerk/Council will not be acted upon.</p> <p>A discussion then took place about the extraordinary meeting planned after this meeting. There was concern raised that some details relating to a connected incident would be unnecessarily upsetting if made public. The Clerk said that a closed meeting had not been requested. It was also noted that due to as yet outstanding information regarding a possible complaint against a Councillor, little information could be discussed at this stage anyway.</p> <p><b>Resolved</b> that the items be deferred to a closed session at the next council meeting.</p>
<b>19/18</b>	<b>RE-ADMITTANCE OF PRESS AND PUBLIC</b>
	<p>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</p>
<b>19/19</b>	<b>DATE OF NEXT MEETING</b>
	<p>To note that the date of the next meeting is Monday 10<sup>th</sup> June 2019</p>

Please note, this is a public meeting and you may be filmed, recorded and published.

Signed \_\_\_\_\_ Date \_\_\_\_\_

Chairman

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