

# EASTON ON THE HILL PARISH COUNCIL

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

Held on Monday 8<sup>th</sup> July 2019 at 19.00 in the Easton on the Hill Village Hall

### Present

Councillors J Rawlinson (Vice chair), I Forman, J Ward, P Bates, D Sharpe, A Cutforth, E Hanson  
Clerk J Rice  
Others 19 Members of the public were in attendance.

<b>19/37</b>	<b>TO ELECT A NEW CHAIR AFTER THE RESIGNATION OF CLLR SIMPSON</b> Cllr Rawlinson took two nominations for chair, Cllr Rawlinson and Cllr Cutforth. A vote was taken and Cllr Cutforth voted in as the new chair. Cllr Cutforth signed the declaration of acceptance of office and then chaired the meeting.
<b>19/38</b>	<b>APOLOGIES FOR ABSENCE</b> The clerk reported apologies had been received from Cllr O'Grady and Cllr W Davies and these were accepted by all present.
<b>19/39</b>	<b>DECLARATIONS OF INTEREST</b> The clerk received all declarations of interest under the Council's Code of Conduct related to business on the agenda. Cllr Hanson, Cllr Sharpe, Cllr Forman and Cllr Ward for item 19/46 (allotments) and Cllr Cutforth for items 19/49, 54.5, 55.1. A discussion took place around declarations and the clerk clarified that it was the Councillors decision based on if they felt they could be challenged as having a personal, financial or prejudicial interest in the item and they are required to withdraw from the relevant discussion and vote.
<b>19/40</b>	<b>RAF WITTERING FAMILY DAY</b> Squadron Leader Knights was not available to attend the meeting as planned. (It was later discovered he had sent belated apologies due to a bad back). Cllr Hanson reported that there had been a good response to ticket buying from Easton and Collyweston. It was reported that there were no more opportunities to buy tickets locally but from Wittering, tbc.
<b>19/41</b>	<b>PUBLIC PARTICIPATION</b> A maximum of 15 minutes is permitted for members of the public to address the meeting The Chair reminded the public of the Public Speaking at Council and Committee Meetings Policy and read out to the meeting point 2, 3 <sup>rd</sup> paragraph. The clerk confirmed that best practice for the recording of the minutes of public time is to not identify individuals and only write the general gist of the comments. One resident talked about the chair position, past and present, and the dissatisfaction they felt at recent council decisions made. It was felt necessary to remind them of the need to adhere to the public speaking policy before they continued. They also remarked about the importance of the delivery of the village plan. Another resident expressed their concerns over a complaint they had made about comments that had been made public, and that court action would be taken if necessary. A third resident explained that they had written in following the recent notice of election, however had not realised the cost implications to the Parish Council, and just for 2 vacancies, and had tried to withdraw their request. They were told that they couldn't and so wanted to let residents know that if there are only 2 applications for the 2 vacancies then the costs would be significantly less.
<b>19/42</b>	<b>MINUTES OF THE LAST MEETING (previously circulated)</b> Cllr Ward expressed concern that he had been misquoted on page 6 of the minutes and so subject to that one change the minutes of the meeting on 10 <sup>th</sup> June 2019 could be signed as correct. The minutes of the meetings held on Monday

	13 <sup>th</sup> May 2019 (amended) and the Extraordinary meeting on 5 <sup>th</sup> June 2019 were proposed and seconded and duly signed by the chair.	
<b>19/43</b>	<b>GOVERNANCE MATTERS</b>	
	<b>43.1</b>	To report on the complaint heard at the last meeting in the closed session and decide on a way forward. It was confirmed that as the last complaint was not finalised at the last meeting, it could possibly be finished by a newly convened complaints committee, thus taking them from the main meetings, until a decision is reached. See 43.3.
	<b>43.2</b>	To report on a complaint received from a member of the public on personal comments made in public time. It was reported that a complaint had been received and observed. This too could possibly be finalised as part of a newly convened complaints committee. See 43.3.
	<b>43.3</b>	Council considered forming a complaints committee to hear and complete complaints, away from main meeting, and decide on members. A vote was taken and it was decided to set one up with 4 members. Nominations were taken and agreed as Cllrs Hanson, Forman, Cutforth and Bates. Meetings would be open unless deemed appropriate to be a closed meeting. Complaints will be heard and decisions announced at full council meetings. Chair and terms of reference will be determined at a meeting date to be sorted later.
	<b>43.4</b>	Council voted to accept the revised standing orders, circulated previously. These will be uploaded to the website.
	<b>43.5</b>	To report feedback from previous, ongoing complaints, if received. The clerk reported that she has been informed that 2 previous complaints have gone to an investigation stage, meaning the Monitoring Officer thinks further investigation of the cases is needed before making a decision.
	<b>43.6</b>	The clerk reported that an extension to the Governance Review final report is granted however no further details have been given as yet. Councillors said that it had been 3 months previously.
	<b>43.7</b>	To receive feedback on the Governance review previously circulated and decide how to proceed. Councillors thought some issues have been completed but, as it would take too long to do in this meeting, it was resolved to hold a meeting in August just to address the report. It was resolved to meet on 12/8/19.
<b>19/44</b>	<b>PLANNING APPLICATIONS from Planning Committee</b>	
	<b>44.1</b>	C/F Planning committee terms of reference, previously circulated, to be reviewed and agreed. These had not been reviewed and so it was resolved to review them after the meeting on the 12/8/19 or after the training on the 10/9/19. Meanwhile individual comments will be sent to the clerk unless it is a controversial application and a meeting is necessary.
	<b>44.2</b>	10/00798/OUT Outline planning for residential development of up to 115 dwellings on land off Stamford Road, Easton on the Hill. Review S106 submission and any feedback received. It was noted that permission has been refused. The S106 submission had been sent but not needed at this stage. It was further noted that the developer has 6 months in which to lodge an appeal if they wish to.
	<b>44.3</b>	19/00730/FUL Single storey side extension to dwelling at The Abbey, 34 Stamford Road It was noted that our comments had been submitted and a decision made on 2/7/19 – not permitted
	<b>44.4</b>	19/00872/FUL First floor side extension at 16 Western Avenue. Awaiting decision.
	<b>44.5</b>	19/00563/FUL to erect wooden gates across access to rear garden of property. Permitted.
<b>19/45</b>	<b>TREES AND HEDGES</b>	
	<b>45.1</b>	It was noted that the refund has been received from J Wilcockson for the error in the last survey
	<b>45.2</b>	To receive, note and agree tree policy, copy to follow. The clerk reported she had started to review a policy she had acquired however it was very detailed. It will be finished and circulated in due course. The clerk further reported that as requested and circulated, there was a planning “responses to applications” course available on 10/9/19. It was agreed that the planning committee could attend and 4 places be booked.

	<b>45.3</b>	To note feedback from Spire Homes on hedge on left hand side of walkway to small play area off The Crescent not trimmed. The clerk reported that Spire Homes had attended to trim the hedge however been told that the hedge is protected. It was resolved to check that they do the alleyway side.
<b>19/46</b>	<b>ALLOTMENTS</b>	
	<b>46.1</b>	There have been no issues at the allotments reported to the clerk.
	<b>46.2</b>	To arrange walkaround check of allotments. It was resolved that Cllr Rawlinson would do a quarterly check of the allotments as it was reported that there are some rather overgrown plots that may need more attention.
<b>19/47</b>	<b>FREEDOM LEISURE SUMMER ACTIVITIES</b>	
		The clerk reported that the school trustees had agreed to the use of the school for these free activities, and that subject to a risk assessment taking place soon, they would go ahead on 8/8, 15/8 and 22/8 between 10am and 12pm. Dates have been advertised once and will be again once promotion material received.
<b>19/48</b>	<b>STREET LIGHTING PROJECT</b>	
	<b>48.1</b>	The clerk reported and it was noted that the order has been placed for the remainder of the old lights to be converted to LED, plus pole.
	<b>48.2</b>	To receive quote for backshield for Priory Court/West St and decide action. The clerk reported that a quote for £80 plus vat for this has been received. It was resolved that a check on the severity of the situation be made and reported back before a decision should be taken to pay for it from council funds.
<b>19/49</b>	<b>LEASE ON SSSI WILDLIFE TRUST LAND</b>	
		To receive feedback on situation regarding lease and rent. It was reported that the rent of £19 had been requested and received and until the title application for the playing field is completed, no further arrangements should be made.
<b>19/50</b>	<b>ROSPA EQUIPMENT REPORT</b>	
		To receive and note equipment report previously circulated and decide on action needed. The actions from the report were discussed and, as there are no high priority actions, the report should be sent to the PFWP for consideration at their meeting on 1/8/19.
<b>19/51</b>	<b>CHURCH GATES</b>	
	<b>51.1</b>	To receive and note feedback on the installation of the new gates. It was noted that all teething problems following the installation have now been rectified and payment made. It was further noted that it had been recommended not to use the "over and post latches" as they are too hard for children and too fierce/dangerous.
	<b>51.2</b>	It was noted that the old gates have been sold for £125 and the money received. Thanks given to Cllr Rawlinson for sorting this.
<b>19/52</b>	<b>ELECTION FOR VACANCIES</b>	
		To receive information on possible election and costs involved for the 2 vacancies and decide on use of poll cards The clerk reported that as 10 or more electors had written in to request an election, it must go ahead. It was noted that this is only for the 2 recently vacated positions, as per the poster, and will cost the council 3-4k if there are more than 2 applicants for the 2 vacancies, even though all of the positions will be up for election again next May. It was further reported that ENC requested the council to vote in advance on the use of poll cards should the need arise to assist in the process. All those present agreed to the use of poll cards, if there are more than 2 applicants.
<b>19/53</b>	<b>CLERK REPORT</b> to receive communication not previously circulated and confirm that which should be brought back to council for formal consideration	

	<b>53.1</b>	Correspondence had been received on flytipping being worse again in Racecourse Road. There is no written procedure on this however it should just be a call to ENC or reported on line if it is not private land. The clerk will clarify.
	<b>53.2</b>	Village shop request for ideas on where their donations are to go. It was resolved to carry this forward to give more time to think about options. It was further resolved that new football nets will be bought with the last lot of donations.
	<b>53.3</b>	To receive and note update from the Clerk on the ICO investigation into FOI Request dated October 2019 (verbal). The clerk reported that this is ongoing however as yet no decision had been received.
	<b>53.4</b>	Correspondence from resident on Stamford Road not receiving communication about planning The clerk reported that a resident had complained that they did not know about the planning application from the developer recently. The clerk reported she had phoned them to explain the notice board, the regular council meeting dates and the extraordinary meeting already held. It was resolved that Cllr Sharpe would be a correspondent and send articles to the Stamford Mercury where it was timely to do so.
	<b>53.5</b>	Correspondence from Scope and Air Ambulance on a Clothes Bank It was resolved to report back that unfortunately there is nowhere suitable to locate one.
	<b>53.6</b>	Feedback from RAF Wittering on ticket allocation/family day 13/7/19. No more to report than above 19/40.
<b>19/54</b>	<b>REPORTS FROM REPRESENTATIVES</b>	
	<b>54.1</b>	a) Trees and Greens – Cllr Bates, Cllr Cutforth and Cllr O’Grady To hear feedback on fallen tree on path and update on boundary information It was resolved to report to the resident that the trees had been checked recently and no action felt necessary. There had been no further action taken on establishing the boundary and tree ownership and so this is C/F.
	<b>54.2</b>	Playing Field Update on “title” application and bridleway change of status – email circulated. The clerk reported that there has been no further information regarding the title application. It was resolved to invite Martyn from ENC Highways to a future meeting to discuss the BOAT status relating to The Drift. The clerk updated the meeting that she had just that day been forwarded an invoice from the ex chair dated 29/5/19 for the solicitor costs involved for work from April 2018 to now, of £1964 plus vat. Councillors were unclear what some of the costs read out related to and the clerk reported that there had not been time to fully check the costs but she had received notification from the ex chair that it was considered correct. The budget for solicitor costs last year was £700.  It was voted on as it was, considering the time scales involved and risk of possible late payment charges, and agreed there was little choice but to pay it, having checked it especially the work for the “playing field association”.
	<b>54.3</b>	Vehicle Activation Devices – Cllrs Forman & Rawlinson It was reported by Cllr Rawlinson that the devices are working and batteries changed. See below 54.7.
	<b>54.4</b>	Checkers Report Cllr Hanson updated Councillors on the issues that need addressing from the June check. These will be actioned by the clerk. It was noted that Cllr Forman is the checker for July, Cllr O’Grady for August, Cllr Rawlinson for September and Cllr Sharpe for October.
	<b>54.5</b>	Village Hall committee. It was resolved to appoint Cllr Forman as a PC representative.
	<b>54.6</b>	Playing Field Working Party – Cllrs Davies and Forman
		a) To receive and note PFWP meeting minutes There has not been a meeting due to the recent leaflet drop and feedback being assessed. b) To review situation regarding security and broken fence/gate at the playing field

		It was resolved that the playing fields working party will review the broken fence/security issue and look at buying some new railings.	
	54.7	Village Traffic Working Party – Cllrs Sharpe & Rawlinson It was reported that Cllr Rawlinson had checked the speed count data and found it to be inaccurate. He’d contacted the company who confirmed the software is outdated and it was only ever guaranteed to be only 80% correct. It was resolved that it was best not to update them as it will cost the council again but to keep these as a deterrent/reminder of the speed required. Cllr Rawlinson agreed to report the overgrown, obstructing trees on the approach to the village from Stamford.	
	54.8	Village Plan Working Party – to receive feedback on working party progress A first meeting to establish a chair and terms of reference is being arranged, once 2 Councillors are appointed as members. It was resolved to wait until the vacancies are filled.	
		Cllr Ward left the meeting at 9.15pm due to personal reasons.	
19/55	Orders for payment		
	55.1	It was agreed by all present to make payments as follows;	
		Eon	£222.84
		Eon repair to light in Neville Day Close	£93.85
		ROSPA inspection £137 plus vat	£164.40
		Printer cartridges x 2 J Rice £43.22 plus vat	£51.86
		Leicestershire Gardens, for cuts in May (already paid)	£560
		Leicestershire Gardens for cuts in June	£560
		SSE Electric paid 16/5 and 20/6	£241.34 and £382.45
		Outstanding loan payment (went to old bank account)	£521.18
		Insurance premium, in long term agreement	£1554.87
		Solicitor invoice dated 29/5/19 received 8/7/19 for £1964 plus vat for playing field work. To be paid only when fully satisfied it is correct.	(£2344)
		The following payments between meetings were agreed to be made;	
		Clerk’s salary and HMRC payable 31/7/19 and extra 10.5 hours worked in June	£745.76 £132.72
	55.2	It was noted that the new account signatories forms have been processed and the new signatories are “live” and able to authorise payments. The clerk confirmed that the ex chair is also being removed from the signatories.	
	55.3	To note that the monthly loan payment had been made and the outstanding balance to pay off requested but not yet received.	
19/56	BUDGET REPORT		
	The Budget Report up to 30 June 2019 and bank reconciliation were received and noted.		
19/57	EXCLUSION OF PRESS AND PUBLIC		
	There were no items that required the exclusion of the press and public.		
19/58	RE-ADMITTANCE OF PRESS AND PUBLIC not necessary		
19/59	DATE OF NEXT MEETING		
	To note that the date of the next meeting is now 12 <sup>th</sup> August 2019 for the Governance Report and Complaints Committee setup and then Monday 9 <sup>th</sup> September 2019		

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

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