

EASTON ON THE HILL PARISH COUNCIL

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Minutes of the Easton on the Hill Parish Council meeting

Held on Monday 9th September 2019 at 19.00 in the Easton on the Hill Village Hall

Present Councillors A Cutforth (Chair) I Forman, J Ward, P Bates, D Sharpe, D Greaves
Clerk J Rice
Others 3 Members of the public were in attendance.

19/68	VACANCIES UPDATE/WELCOME Tim Nicol elected to Parish Councillor It was confirmed that the remaining vacancy was filled by uncontested election and the Council was pleased to announce that Tim Nicol had been appointed.
19/69	APOLOGIES FOR ABSENCE To receive and note apologies and vote whether to accept reasons for absence given to the Clerk The Clerk had received and accepted apologies from Cllr Hanson, Cllr O’Grady and Cllr Rawlinson. Cllr Davies had sent his apologies however the Clerk had already left for the meeting and did not pick them up until later.
19/70	DECLARATIONS OF INTEREST Cllrs Sharpe, Ward and Forman all declared an interest in item 78, allotments, and Cllr Cutforth declared an interest in item 87.5, payment for village hall hire.
19/71	PUBLIC PARTICIPATION One resident asked about the early payment of the loan, saying that they had been very grateful for the loan and how did that leave the Council. It was explained that it had already been agreed and paid off and that finances would be discussed later in the meeting.
19/72	REQUEST BY MEMBER OF PUBLIC TO SITE AN UHF REPEATER AND ANTENNA AT PLAYING FIELD – information previously circulated Mr Crockford attended the meeting to explain the amateur radio association’s request to site an UHF repeater and antenna at the playing field, all at their cost and all maintained by them. They can help serve the community as an additional communication method to call for emergency help. The box could be inside a building, but access would be needed, or attached to a building outside (possibly inside a brick built container) and the antenna fixed to a pole. Council supported the request in theory but raised concerns that the building there might be demolished quite soon and it would need moving and that it could attract vandalism. The Council thanked him for coming and resolved to discuss it later and vote.
19/73	MINUTES OF THE LAST MEETING (previously circulated) The minutes of the meeting held on Monday 12 th August 2019 (and EM 27/6/19) were agreed as a true record and signed by the Chair.
19/74	ATTENDANCE BY MARTYN BRAWN, DEFINITIVE MAP OFFICER, FROM ENC HIGHWAYS Martyn Brawn began by answering questions by Councillors in advance of the meeting. Then there was a general but extensive question and answer session. The main points being that new BOAT status does not apply after 2006 and years of vehicle use does not determine BOAT status. Restricted byway is a new category but this would only be maintained to bridleway status, as now. Use of the bridleway in a car is unlawful if used without lawful authority (land owners and legitimate business (ie milkmen)) and only the police can do anything to prevent it. In practice it could be argued that the PC by providing equipment gives lawful authority to access. There is no automatic right to access with title but common sense would dictate you’d get access. By implicitly (ie not stopping) giving permission for public to use cars, you are liable for things (not people) damaged but could insure against this. Only fool-proof way to get vehicular access is to apply for highways to adopt it but there is a very slim chance of this. The Council thanked Martyn for his time and that even though it did not help an application, at least Council knew the situation.

19/75	GOVERNANCE MATTERS	
	75.1	<p>To agree the Complaints Committee terms of reference and note election of Chairman, Cllr Forman and note first meeting date of 12th September to hear outstanding complaints in connection with use of correspondence by the Parish Council and public speaking at Council meetings/previous complaints/treatment of Councillors.</p> <p>The Complaints Committee terms of reference were agreed (it was clarified that Councillors are <i>elected</i> Councillors to the Committee and not Councillors that have been elected (ie not co-opted) to the Council). The election of the Cllr Forman as Chair was also noted. It was further agreed that those on the Committee would be Councillors, not anyone from the public/outside. The feedback from the hearing will be reported at the next meeting.</p>
	75.2	<p>To receive updated Governance review action plan and agree version to be submitted to the Joint Standards Complaints Committee at the end of September</p> <p>This had been previously circulated and Council agreed the updated version. It was further agreed that the Clerk would update it after this meeting to reflect new policies etc agreed. It will be circulated prior to submission.</p>
	75.3	<p>To agree actions and method for ongoing review of action plan to meet final deadline.</p> <p>It was agreed that the plan would remain on the monthly agenda and, depending on the feedback after the next submission, would be updated and actioned as appropriate to meet all of the targets.</p>
	75.4	<p>To report update/feedback from previous, ongoing complaints.</p> <p>The Clerk reported that there had been no new communication from the Monitoring Officer about any of the outstanding complaints. The Clerk reported that with the retirement of the Monitoring Officer, it could be taking longer than normal.</p>
	75.5	<p>To agree Staffing Committee terms of reference (previously circulated)</p> <p>The Terms of Reference were agreed, with the amendment that the Committee would consist of 4 Councillors.</p> <p>The remaining policies on grievance and discipline will be compiled and circulated.</p>
	75.6	<p>To agree Correspondence and Customer Service Standards policy (previously circulated)</p> <p>Council agreed to this policy and the action plan will be updated as appropriate.</p>
	75.7	<p>To confirm training needs, courses available and agree new bookings.</p> <p>The Clerk went through the courses available until December, which were limited. A new training manager due at ENC may change things. It was noted that Chairmanship and planning training had taken place and new Councillor training has been booked for 23/9/19. Further needs will be discussed at the next meeting, when more Councillors are present.</p>
	75.8	<p>To receive report on DPIs and Register of Interests, plus dispensation, previously circulated.</p> <p>Cllr Greaves went through her report on registers of interests and the Clerk confirmed that a reminder to Councillors was needed that any declarations of interest made at the start of each meeting should (if they are not already on the Councillor's register) be made known to the Monitoring Officer within 28 days. The Clerk confirmed that just an email to them will suffice and urged Councillors to do this. The Clerk has also asked for advice on declaring/discussing allotments and dispensation procedures but has not heard back as yet.</p>
	75.9	<p>New flytipping process on website and notice board, previously circulated</p> <p>It was noted that this action has been completed.</p>
19/76	PLANNING APPLICATIONS from Planning Committee	
	76.1	<p>C/F Planning committee terms of reference, previously circulated, to be reviewed and agreed.</p> <p>It was agreed to wait until after the planning training feedback to see if any further changes were needed to the Planning Committee terms of reference.</p>
	76.2	<p>It was noted that 10/00798/OUT Outline planning for residential development of up to 115 dwellings on land off Stamford Road, Easton on the Hill had planning permission refused.</p>

	76.3	It was noted that 19/00872/FUL First floor side extension at 16 Western Avenue planning permission was granted.
	76.4	It was noted that 19/01118/TCA prune back all encroaching branches to neighbour's property back to the boundary at 34 Stamford Road application is acceptable.
	76.5	19/01341/TCA remove pine tree and acer tree as damaging stone wall at 34 Church St. No concerns noted.
	76.6	19/01223/FUL erect new porch to front elevation at 57 Church St. No concerns noted.
	76.7	19/01345/PIP New application for houses (min 5 max 9) at land behind Exeter Arms. Planning in principle. It was noted that a response from the Parish Council had been sent and that yesterday a decision notice had been sent to say that planning in principle had been refused.
	76.8	19/01314/LBC Removal of 3 internal walls within the ground floor of the dwelling at 37 West St. Deadline 18/9/19. No concerns raised.
	76.9	19/01388/TCA Fell ash tree at 26 Church St deadline 18/9/19. No concerns raised.
	76.10	19/01384/TCA Remove to ground level, overgrown shrub at 38 High St. No concerns raised.
19/77	TREES AND HEDGES	
	77.2	To receive, note and agree tree policy, copy circulated. The tree policy was agreed. It was confirmed that the wording about frequency of surveys in the latest surveyor's report was incorrect and had been clarified with him and amended.
	77.3	To note Spire Homes/Longhurst have been asked to trim their hedge in September, off The Crescent/Close. It was noted that the hedge off the Close has now been trimmed but branches all left behind and brambles still missed. It will be chased up with Longhurst as it was not known if they actually did it or a resident.
	77.4	To confirm situation regarding hedge trimming along track to allotments and agree action. This was discussed as all enquiries with ENC, Spire Homes and CC have lead nowhere so far. It was agreed that old records indicate the track belongs to the District Council and this will be followed up with them and land reg if necessary.
19/78	ALLOTMENTS	
	78.1	To note report after allotments inspection carried out. An inspection has been carried out and a report sent to Councillors. Reminders to allotment holders to cultivate it to agreed standards and terms was sent.
	78.2	To note feedback and agree actions in respect of issues raised; allotments needing attention, rubbish build up, shed access. It was agreed that due to the lack of cultivation on 2 plots, despite reminders, as per the tenancy agreement terms, a formal warning of termination will unfortunately have to be sent by the Clerk.
	78.3	To consider ongoing management of allotments. A discussion took place as a Cllr had raised a point that a Cllr would be better placed to handle lots of the allotment issues, as previously. Cllr Bates said she was willing to do this and it was explained that it can only be done as a volunteer role, reporting to the Clerk, agreed by the Council, and not in a Councillor capacity. The question of conflict of interest was raised as a possible issue by the Clerk and another Cllr. A vote was proposed by the Chair and it was resolved to make this a new post once the issue of conflict of interest had been investigated with the MO. The post duties would then be agreed.
19/79	ACCESSIBILITY STATEMENT To consider offer from VisionICT to make us compliant with accessibility legislation, It was resolved that VisionICT be asked to do the statement as they have the necessary expertise.	
19/80	FREEDOM LEISURE SUMMER ACTIVITIES	
		Feedback from the sessions held in the holidays was good, even though only a few attended. More attended in the other locations evidently. The Clerk reported that they were hoping to do more at Easter and the age groups would possibly be extended to include younger children. It should be noted that the children attending enjoyed it to try to encourage more in future.
19/81	STREET LIGHTING PROJECT	
	81.1	To note update on street lighting replacement project and consider extra pole needed at New Town.

		The second phase of the street lighting project has all been completed now. Eon have reported that New Town need a new pole that had previously not been picked up and included in the quote. It was resolved to defer this expenditure until April and budget for it accordingly.
	81.2	The recent action taken in respect of repairs and resident issue of bright light adjustment was noted. It was further noted that the bus shelter light has not been working since the new lights were fitted and this will be reported.
19/82	ROSPA EQUIPMENT REPORT	
		To receive feedback from PFWP and quotes for work and agree work to be done. Quotes from 2 sources had been requested and only 1 received. It was agreed to only do the more urgent work around loose roof tiles and unsafe benches, highlighted in recent reports.
19/83	ELECTION FOR VACANCIES/POLLING DISTRICT REVIEW	
	83.1	To confirm the election process and costs involved and consider any lessons learnt for future The Clerk has requested estimates for the costs involved however they were not available for the meeting.
	83.2	To note review of polling districts, polling places and polling stations, deadline for comments 29/9/19 Report was noted and as there were no changes suggested for Easton on the Hill, there were no further comments as current arrangements are fine.
19/84	VILLAGE	SHOP
	84.1	To consider where donations should go next. After discussion, it was agreed that the money collected up to Xmas should go to the Village Plan Working Party.
	84.2	The £25 payment for the electricity to the defibrillator was agreed to be paid to shopkeepers.
19/85	CLERK REPORT to receive communication not previously circulated and confirm that which should be brought back to council for formal consideration	
	85.1	RAF Wittering invite to Annual Gala 4th September, attended already by Cllr Cutforth
	85.2	Correspondence from the Pensions Regulator about re-declaration It was noted that compliant. No further action.
	85.3	Correspondence from CPRE about membership and free planning roadshow It was agreed not to re-join/ attend planning roadshow
	85.4	Correspondence from CALC re AGM and Conference 5 th October As no other Councillors came forward, Cllr Greaves and the Clerk are happy to attend.
	85.5	Correspondence re Footpaths and Rights of Way Improvement plan consultation and Parish Path Warden and name put forward. This was noted. No comments to be made. Awaiting further training on PPW role.
	85.6	Correspondence re NALC AGM and Conference invite 5/10/19 delegates wanted – above
19/86	REPORTS FROM REPRESENTATIVES – see below *	
	86.1	a) Trees and Greens – Cllr Bates, Cllr Cutforth and Cllr O’Grady To receive update on boundary/ownership information To consider Leics Gardens change to add strimming to contract
	86.2	Playing Field Update on “title” application and bridleway change of status
	86.3	Vehicle Activation Devices – Cllrs Forman & Rawlinson
	86.4	Checkers Reports from July and August Cllr O’Grady updating forms. Quarterly check. Defibrillator case.
	86.5	Village Hall update
	86.6	Playing Field Working Party – Cllrs Davies, Forman and Greaves a) To receive and note PFWP meeting minutes (herewith) b) To review situation regarding security and broken fence/gate at the playing field
	86.7	Village Traffic Working Party – Cllrs Sharpe & Rawlinson Receive report from the traffic group
	86.8	Village Plan Working Party – to receive feedback on working party progress and consider ideas for event *It was agreed that as the meeting time was getting late and there were still other items later to cover, this section would be deferred to later if time or to the next meeting.

19/87	ORDERS FOR PAYMENT		
	Payments were agreed to be made as follows;		
	87.1	Solicitor's bill C/F for update on clarification and payment terms	Awaiting response
	87.2	Clerk payment for ink cartridges x 2	£29.98
	87.3	Leics Gardens (paid)	£560
	87.4	SSE Electric bill dated 2/8/19 (paid)	£249.14
	87.5	Village hall hire £39 + £13 + £13)	£65
	87.6	Nets for goals (Clerk re-imbursed 31/7/19)	£72.92
	87.7	Came and Co Insurance renewal paid 11/7/19	£1554.87
	87.8	Leics Gardens June bill	£560
	87.9	SSE Electric June invoice	£225.56
	87.10	Clerk ; stationery, paper and stamps	£11.20
	87.11	Eon street lights project part 2 plus new pole ordered	£12305 plus vat
19/88	To ratify payment made between meetings:-		
	88.1	Clerk's salary 31/8/19 and 30/9/19	£745.76 £745.76
	88.2	To note loan payments and update on process to prematurely pay outstanding balance of loan – see below	£9833.38
19/89	BUDGET REPORT		
	<p>Budget Report up to 31 July/August 2019 and bank reconciliation, plus report previously circulated, was received and noted.</p> <p>The Clerk explained the situation regarding the finances. The high reserves that were there previously have nearly all been used up. The phase 2 of the lighting project had been agreed and also the paying off of the loan was agreed at a previous meeting. This was specifically arranged between the loan board and the bank mandate process (this was interpreted by some as repayment of all of the loan and by some as the unused part. There was, no doubt, a misunderstanding about this. However, the difference only being 4k though, reduced to 3k without 2 of the loan payments this year). The staff costs agreed at the start of the year were higher than expected/budget too. Reserves are used up as a result of expenditure over the last year. This spend now will result in being more cost effective over the loan period but will require careful and close budgeting until the budget setting is done in October and reserves and projects identified for the coming financial year and precept next April.</p> <p>To note an amendment needs to be made to Section 2 box 3 of the annual return (AGAR) for a payment accounted for in the previous financial year and having to be deducted from financial year 18/19 – this will be carried forward.</p>		
19/90	BANK ACCOUNT INTEREST/ACCOUNTS To consider moving reserves to higher interest account is N/A now		
19/91	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		
19/92	SOLICITOR BILL dated 29 th May 2019 C/F for update on clarification of content, email/correspondence and payment options		
	A summary report was circulated to allow clarity on the situation. The Clerk is in amicable correspondence with the Solicitor and is awaiting a more detailed breakdown of costs and correspondence, plus payment options, to go with the invoice before payment. The learning outcomes for Council were made clear and noted.		
19/93	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		
19/94	DATE OF NEXT MEETING		
	To note that the date of the next meeting is Monday 14 th October 2019		

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

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