

EASTON ON THE HILL PARISH COUNCIL

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Minutes of the Easton on the Hill Parish Council meeting

Held on Monday 14th October 2019 at 19.00 in the Easton on the Hill Village Hall

Present

Councillors A Cutforth (Chairman) J Rawlinson (Vice-Chairman) D Sharpe, D Greaves, E Hanson, T Nicol and A O'Grady
Clerk J Rice
Others 1 Member of the public was in attendance.

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| 19/95 | APOLOGIES FOR ABSENCE | |
| | Apologies from Councillors W Davies, I Forman, P Bates and J Ward were accepted by the Clerk and noted by all. | |
| 19/96 | DECLARATIONS OF INTEREST | |
| | Declarations of interest under the Council's Code of Conduct related to business on the agenda were received as follows; Cllrs D Sharpe, A O'Grady and E Hanson in item 103 and Cllr A Cutforth in item 108 | |
| 19/97 | PUBLIC PARTICIPATION | |
| | A maximum of 15 minutes was permitted for members of the public to address the meeting however there was no-one wanting to speak. Chairman did not therefore have to remind the public of the Public Speaking at Council and Committee Meetings Policy | |
| 19/98 | MINUTES OF THE LAST MEETING (previously circulated) | |
| | It was resolved to accept as correct the minutes of the meeting held on Monday 9 th September 2019 and the Chairman duly signed them. | |
| 19/99 | MATTERS ARISING | |
| | To note that Philip Crockford was informed that whilst the Council supported his application to site a UHF repeater antenna and box, there is a possibility of the building at the recreation ground being demolished in the not too distant future and therefore to reconsider his application to site it there. | |
| 19/100 | GOVERNANCE MATTERS | |
| | 100.1 | <p>To receive feedback from the Complaints Committee hearing on 3rd October reference a complaint against the Council that personal details were not protected in respect of a code of conduct complaint and that the Council was brought into disrepute.</p> <p>The Council's decision was that even though they did not agree it was a data breach, it was in breach of the Council standing orders section 11 and a public apology be given to Cllr O'Grady in recognition of the personal harm and detriment felt as a result of publication on the Council's website, an internal communication and report that should, in hindsight, have been kept internal, with the name removed from one part and not put in the public domain.</p> <p>The Council heard that the email and report had now been removed from the website and the ICO will be contacted to check the advice given regarding reportable, or otherwise, data breaches.</p> <p>The Complaints Committee also reported that the other complaint heard was that the Council did not previously adhere to the "Speaking in public" policy but that action had already taken place and addressed this.</p> |
| | 100.2 | <p>To receive the updated Governance Review Action Plan submitted to the Joint Standards Complaints Committee at the end of September. Attached, with minor alterations to that agreed, plus briefing report for the next JSCC meeting on 16/10/19</p> |

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| | | Councillors noted the updated report and await the feedback from the JSCC meeting. |
| | 100.3 | <p>To agree outstanding actions in respect of the governance review action plan and who is responsible for implementing them. See attached list and possible alternative for R8.</p> <p>Councillors agreed the actions outstanding and await the feedback from the JSCC meeting to see if any changes are necessary. The consideration to minuting a full council resolution in respect of R8 was deferred to the next meeting.</p> |
| | 100.4 | <p>An update/feedback from previous, ongoing code of conduct complaints against Councillors was given.</p> <ul style="list-style-type: none"> a) 3 previous complaints of non-declaration of interest against Councillors are still being investigated b) 1 previous complaint against a Councillor is still being investigated c) 1 previous complaint against a Councillor has been dropped d) 1 complaint against Cllr Rawlinson was not investigated as the items were considered too trivial and or unlikely to be substantiated by investigation and therefore no action was taken |
| | 100.5 | <p>To agree Staffing Committee members for an initial meeting and consider training course Basics in Employment 29/11/19.</p> <p>Members were agreed as Cllr Cutforth, Cllr Hanson, Cllr Bates and Cllr Rawlinson.</p> <p>A date will be arranged by the Clerk for an initial meeting and a Chairman and terms of reference agreed.</p> <p>The Clerk will circulate details of the course Basics in Employment.</p> |
| | 100.6 | <p>To agree a temporary Finance Committee to meet and draft the 2020 budget.</p> <p>Members were agreed as Cllr Sharpe, Cllr Greaves and Cllr Cutforth. The Clerk will arrange a meeting to draft the budget and prepare details of past and expected expenditure. Ideas for projects will be included on the November agenda. The Clerk will draft new terms of reference.</p> |
| | 100.7 | <p>To receive copy of Changes to Register of Interests form for any new interests declared.</p> <p>Councillors were again reminded to fill out the changes to register of member's interest forms for any new declarations. Forms have been received from 2 Councillors.</p> |
| | 100.8 | <p>To receive revised Standing Orders with "need to know" statement included, ref action plan R14</p> <p>Cllrs noted the revised Standing Orders and asked that changes are highlighted in future. The Clerk will upload them to the website.</p> |
| 19/101 | PLANNING APPLICATIONS from Planning Committee | |
| | 101.1 | <p>C/F Planning committee terms of reference, previously circulated, to be reviewed and agreed following training workshop now attended.</p> <p>The revised planning committee terms of reference were agreed with one change – to add in that all applications will be considered taking the "The National Framework" and "PPG" Planning Policy and Guidance document into account.</p> |
| | 101.2 | <p>The following applications were noted;</p> <p>19/01341/TCA remove pine tree and acer tree as damaging stone wall at 34 Church St. Permitted</p> |
| | 101.3 | <p>19/01345/PIP New application for houses (min 5 max 9) at land behind Exeter Arms. Planning in principle. Response sent. Refused.</p> |
| | 101.4 | <p>19/01314/LBC Removal of 3 internal walls within the ground floor of the dwelling at 37 West St. Deadline 18/9/19. Variation received. New deadline 2/10/19, no concerns.</p> |
| | 101.5 | <p>19/01388/TCA Fell ash tree at 26 Church St deadline 18/9/19 Permitted.</p> |
| | 101.6 | <p>19/01384/TCA Remove to ground level, overgrown shrub at 38 High St. Permitted.</p> |
| 19/102 | TREES AND HEDGES | |
| | 102.1 | <p>To note Spire Homes/Longhurst have attended to overgrown hedges and taken action.</p> <p>Cllrs commented that action had been taken although more was necessary. This will be chased up.</p> |
| | 102.2 | <p>To note hedge trimming along track to allotments has been reported as no-one taking responsibility.</p> |

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| | | <p>CLlr's noted that some action had been taken by someone, and it was better, although more action was necessary. It has been reported to the District Council and will be reported to Eon as it is close to interfering with lights.</p> |
| | 102.3 | <p>It was noted that a tree at Spring Close reported as having a loose branch has kindly been made safe by Cllr Forman</p> |
| 19/103 | ALLOTMENTS | |
| | 103.1 | <p>To note number of vacancies and discuss advertising. The Clerk reported that there were still 1.75 plots vacant. No-one had come forward to take a previously advertised vacant plot. It was resolved to advertise these in News and Views, the website and the Stamford Mercury as they will continue to be a nuisance to other tenants. If necessary, they will be offered to Easton non-residents.</p> |
| | 103.2 | <p>To receive general update on allotments. An allotment inspection has been done by Cllr Rawlinson and he reported very overgrown areas still. These might have to be addressed next spring if no one comes forward to take them on.</p> |
| | 103.3 | <p>To note feedback from ENC on allotment manager post and job description. A draft job description has been drawn up, was circulated and will be passed on to Cllr Bates. It was advised that a statement would have to be in there to declare any close associations with tenants, as the volunteer is also a Councillor. C/F to November meeting.</p> |
| 19/104 | ACCESSIBILITY STATEMENT To note accessibility statement is now on website. | |
| 19/105 | STREET LIGHTING PROJECT | |
| | 105.1 | <p>To note second phase of street lighting project complete as requested and savings to be realised. Latest bill was half normal amount. Councillors reported no problems. A query was raised about Western Ave not having new ones, although they were replaced 3/4 years ago. The Clerk will check with Eon.</p> |
| 19/106 | ROSPA EQUIPMENT REPORT | |
| | | <p>To note some essential remedial work has been done. Discuss broken fence. It was reported that the benches in the playing field and roof tiles have been addressed recently. No other work is considered necessary until playing field recommendations dealt with, unless urgent work reported via checkers.</p> |
| 19/107 | CLERK REPORT to receive communication not previously circulated and confirm that which should be brought back to council for formal consideration | |
| | 107.1 | <p>To receive and note correspondence on new Unitary Authorities websites/information (herewith) and feedback from NCALC AGM/Conference. Councillors noted the correspondence and the Clerk and Cllr Greaves reported from the NCALC conference that it was advisable to map everything for clear boundaries and ownership. The Clerk will look at assets register and Chairman will look for old land registry documents.</p> |
| | 107.2 | <p>Document from Danny Moody on Building Communities (herewith) was received and noted.</p> |
| | 107.3 | <p>Invite to a Network Event for Parish Councillors from Northants ACRE (£10 charge for non-members) was received and noted with no takers.</p> |
| | 107.4 | <p>Change of insurers brokers to Gallagher, email herewith, was noted.</p> |
| | 107.5 | <p>Date for comments on the Draft Stamford Town Council Neighbourhood Plan are due by 18th October, details circulated was noted however there were no comments made.</p> |
| 19/108 | REPORTS FROM REPRESENTATIVES | |
| | 108.1 | <p>a) Trees and Greens – Cllr Bates, Cllr Cutforth and Cllr O'Grady To receive update on boundary/ownership action point/information. This will be carried forward. Meeting with Leics Gardens to discuss contract renewal is being arranged. Contract to be renewed as all happy with work. Quotes for work and extra strimming in Spring Close to be circulated.</p> |
| | 108.2 | <p>Playing Field Update on "title" application and consideration to a separate tab on website for playing field (and village plan) Further contact has been made with Stapletons Solicitors to obtain details of the Land Registry application in order to check progress however no calls returned as yet. It was resolved to add two new tabs on the website once costs, if any, established.</p> |
| | 108.3 | <p>Vehicle Activation Devices – Cllrs Forman & Rawlinson Cllr Rawlinson reported that batteries are ok and devices working.</p> |

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| | 108.4 | Checkers Reports from July (received from Cllr Forman), August (Cllr O’Grady) and September plus quarterly check. Cllr Forman and Cllr Rawlinson submitted forms with no urgent actions. Cllr O’Grady lost her forms, Cllr Sharpe will do October. Cllr O’Grady has not as yet updated the forms. Clerk to send forms again and C/F To note feedback from defibrillator company re cabinet and decide on course of action It was reported that the cabinet at the shop is hard to access and the instructions do not match the action required. Clerk reported a new cabinet is £365 plus vat now. The company had suggested sending a video of the problem to them. It was resolved that Councillors will check it. | |
| | 108.5 | Village Hall update – nothing to report. Cllr Forman to be the Councillor representative. | |
| | 108.6 | Playing Field Working Party – Cllrs Davies, Forman and Greaves | |
| | | a) To receive and note PFWP meeting minutes Minutes with recommendations not approved yet and so will be circulated once approved by all. b) C/F To review situation regarding security and broken fence/gate at the playing field Security is solved temporarily with log/roller and fence to be checked again. | |
| | 108.7 | Village Traffic Working Party – Cllrs Sharpe, Rawlinson and Nicol Receive report from the traffic group. Nothing new to report. | |
| | 108.8 | Village Plan Working Party | |
| | | To receive and note Village Plan Working Party draft terms of reference, herewith, and first meeting date of 15 th October. Another Councillor needed to be a member. Cllr Ward will be invited to join. | |
| | 108.9 | Footpaths and Rights of Way a) It was noted that the broken The Nook road sign has been reported b) It was noted that the broken footpath sign near the Deeps is being reported c) Cllr Hanson has requested a new grit bin to be located on exit to A43. | |
| 19/109 | ORDERS FOR PAYMENT | | |
| | Payments to be made as follows; | | |
| | 109.1 | SSE Electric for August paid 26/9/19 | £256.93 |
| | 109.2 | SSE Electric for September to pay | £136.72 |
| | 109.3 | NCALC New Councillors course to pay | £84 |
| | 109.4 | NCALC planning workshop to pay | £72 |
| | 109.5 | Village hall hire charge to pay | £26 |
| | 109.6 | Eon new bulbs not on contract | £79.70 |
| | 109.7 | PKF audit fee | £240 |
| | 109.8 | Vision ICT website compliance charges | £102 |
| | 109.9 | Mileage expenses Clerk | £43.20 |
| | 109.10 | Priest House room hire for 2 meetings of TWP | £14 |
| 19/110 | To ratify payment to be made between meetings:- | | |
| | | Clerk’s salary 31/10/19 Future electric/Eon/Leics Gardens contract bills Purchase of a poppy wreath for remembrance day | £745.76 |
| 19/111 | | To note income of VAT reclaim from April to August due (£3951.53 now received) And precept received 20/9/19 | £3951.53 £12500 |
| 19/112 | BUDGET REPORT | | |
| | To receive and note Budget Report up to 30/9/19 and bank reconciliation (to follow) Councillors were again made aware that the reserves have nearly all been used up, as summarised in last month’s report and email. Finances and forecast to end of year will be discussed at budget setting meeting and carefully managed until next year. There will be the need to increase the precept and build up reserves sensibly - over a few years maybe. It was noted that that section of the report is confusing as the background to this is unknown. The report will be made clearer. | | |
| | AUDIT REPORT | | |
| | It was noted that the audit report has been returned and forms plus notice of conclusion of audit displayed as required. | | |
| 19/113 | EXCLUSION OF PRESS AND PUBLIC | | |

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| | 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 |
| 19/114 | Update on latest Solicitor's bill and associated correspondence It was noted that calls have been made to the Solicitor's however no reply has been received as yet. Until arrangements can be agreed, the bill remains unpaid. The Clerk has requested land registry information and any useful correspondence in relation to the title application for our files/information. |
| 19/115 | 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 |
| 19/116 | DATE OF NEXT MEETING |
| | To note that the date of the next meeting is Monday 11 th November 2019 |

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

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