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

Held on Monday 13<sup>th</sup> January 2020 at 19.00 in the Easton on the Hill Village Hall

**Present;** Councillors; A Cutforth (Chairman) J Rawlinson (Vice-Chairman) D Sharpe, D Greaves, T Nicol, P Bates, J Ward, I Forman  
Clerk; J Rice  
Others; 2 Members of the public were in attendance.

<b>20/01</b>	<b>APOLOGIES FOR ABSENCE</b>	
	To receive and note apologies accepted by the Clerk. Apologies were accepted from Cllr Hanson and Cllr O’Grady	
<b>20/02</b>	<b>DECLARATIONS OF INTEREST</b>	
	<b>To receive all declarations of interest under the Council’s Code of Conduct related to business on the agenda.</b> (Members should disclose any interests in the business to be discussed and are reminded that the disclosure of a Disclosable Pecuniary Interest will require that the member withdraws from the meeting room during the transaction of that item of business). Cllrs Ward, Sharpe, Forman and Bates declared a DPI in item 11.1 and Cllr Cutforth in item 10.4 and 14.9	
<b>20/03</b>	<b>PUBLIC PARTICIPATION</b>	
	A maximum of 15 minutes is permitted for members of the public to address the meeting If necessary, Chair to remind the public of the Public Speaking at Council and Committee Meetings Policy No member of the public wished to speak.	
<b>20/04</b>	<b>MINUTES OF THE LAST MEETING (previously circulated)</b>	
	<b>To confirm and sign as a correct record the minutes of the meeting held on Monday 9<sup>th</sup> December 2020</b> (prev circ) All agreed that the minutes were a true record and were signed as correct by the chairman.	
<b>20/05</b>	<b>MATTERS ARISING VE Day event road closure application, thanks received from Air Ambulance Service</b> Cllr Nicol updated the meeting on the latest arrangements for the VE day street party celebrations, including national elements such as a toast and a piper, on 8th May 2020 and road closure requirements for New Road. PL Insurance to be checked out. A card and letter of thanks has been received from the Air Ambulance.	
<b>20/06</b>	<b>GOVERNANCE MATTERS</b>	
	<b>6.1</b>	<b>To note minutes of last Joint Standards Complaints Committee meeting, previously circulated, the final report that was sent, prev circ, and any further feedback received.</b> Minutes were noted and recognition was given by the chair to everyone on how much has been done since the review and how well it has been undertaken. Complimentary comments were noted from JSCC too. The final report to the JSCC was also noted. The clerk reported that no further feedback has been received from the JSCC since sending the report for the end of December.
	<b>6.2</b>	<b>Agree final action plan (herewith) and check progress</b> All agreed to the updated action plan and main ongoing actions as training, the playing fields improvements and village plan projects will continue to be monitored.
	<b>6.3</b>	<b>Receive Staffing Committee meeting minutes and agree amended clerk job description and contract to follow</b> Staffing Committee minutes were circulated before the meeting and received and noted. Clerk job description and contract also received and agreed. Chairman said that a letter to confirm satisfactory completion of the probation period will be sent to the clerk.
<b>20/07</b>	<b>BUDGET REPORT/FINANCE COMMITTEE – REVISED BUDGET FOR 20/21, herewith</b> a) <b>Receive finance report period ending 31/12/19</b> Report received and noted. b) <b>Receive amended budget report. Agree revised amount of precept.</b>	

	Report received and noted. Clerk explained the need for the slight increase in precept, as presented to the finance committee, and all agreed that the revised precept of £32835 will be submitted. The clerk agreed to compile a comparison sheet of accounts/columns for last year and this year, for the village event.
20/08	<p><b>PLAYING FIELD OWNERSHIP/DEVELOPMENT</b></p> <p><b>a) To receive update on title application and any further information received.</b></p> <p>The chairman updated the meeting on the information she has collated to be presented as a second application to the land registry for registration of the land in the council or village's name. A discussion took place on the possibilities and how it may work in practice but until advice has been received from solicitors at the free advice session, no decision was made on the type of application to be submitted. No lease will be issued to the cricket club until terms and conditions are agreed. The chair confirmed that Easton Town Estate are landlords and can issue a lease however need to check if a solicitor is needed to help compile it. The application to the land registry includes all the land of the estate given to the village in the enclosure act, rather than just the playing fields. After the advice from solicitors on 15/1/2020, a special meeting may be convened to agree the application.</p> <p><b>b) Decide on questions for free meeting with solicitors 15/1/2020</b></p> <p>The chairman confirmed that the questions raised at the meeting are on the list of proposed questions.</p> <p><b>c) Agree way forward including a new funding and implementation group</b></p> <p>This was discussed and will be carried forward until after the village event when priorities are sought from residents and a clearer picture emerges from the solicitor's appointment.</p> <p><b>d) Receive information on grants, herewith, and agree actions</b></p> <p>Cllrs were advised that the deadline for the last round of the Community Funding is 31/1/2020 to register interest and 14/2/2020 for a completed application. As the council would have until 31/1/21 to spend the money, it was decided to apply for the 10k grant despite the land not yet being registered – this has been explained to the funding people. The application needs to be for one element of the whole project within the funding limits ie the path or the gate, to stand the best chance of being successful. The clerk will do the application up to the costing part and this will be decided after the village event and priorities given.</p>
20/09	<p><b>CANDIDACY AT THE MAY 2020 ELECTIONS</b></p> <p><b>Remind Councillors to inform the Clerk of their intentions on re-standing as soon as possible.</b></p> <p>The chairman asked Cllrs again to do this where possible.</p> <p><b>Clerk to update Council on situation and decide on any further action including clarification on material and manning stall for event on 28/1/20 – see email from Danny Moody</b></p> <p>No new information on numbers re-standing is known. Cllrs were told that there has been lots of material made available for councils to advertise and promote the elections and gain interest. The clerk will make it available for the village event and messages will be put on facebook and the website. The chairman said it is important and asked councillors to be present at the event wherever possible. (The Cllrs' biographies are to be checked for use at the event too.)</p>
20/10	<p><b>REPORTS FROM REPRESENTATIVES</b></p>
	<p><b>10.1</b></p> <p><b>a) Trees and Greens – Cllr Bates, Cllr Cutforth and Cllr O'Grady</b></p> <p>Contract for grass cutting received. To be checked, signed and returned.</p> <p>The clerk explained that only the basic contract has been sent and a more detailed one with work, areas and numbers of cuts has been requested.</p> <p>The chairman, Cllr Cutforth, asked to step down from this group and Cllr Ward was proposed to replace her. This was agreed by all present.</p>
	<p><b>10.2</b></p> <p><b>Vehicle Activation Devices – Cllrs Forman &amp; Rawlinson</b></p> <p>Cllr Rawlinson confirmed that the devices were both working and no problems reported.</p>
	<p><b>10.3</b></p> <p><b>Checkers Reports</b></p> <p><b>a) Feedback from Cllr O'Grady on forms update</b></p> <p>Cllr O' Grady had sent out the revised forms earlier however it was agreed that Cllrs need to review them and feedback to her or the clerk for any amendments. It was noted that they had been started and that further revision to cut down on repetition was perhaps now needed. It was further agreed that the forms will exclude Spring Close and this will be taken care of by the Trees and Green group along with the top hedges.</p> <p><b>b) Receive report from Cllr Ward for December</b></p> <p>Cllr Ward sent in a report to the clerk but on discussion it was felt that nothing was urgent. Most was due to recent flooding. The pond needs attention and the clerk explained she had sent off for an assessment of the pond's suitability for restoration with a grant to encourage great crested newts.</p>

		<p>c) Decide on any actions necessary. Send comments in about the forms and Cllr Bates to do checks in January.</p>
	<b>10.4</b>	<p><b>Village Hall update, Cllr Forman</b> Cllr Forman explained there had been no meeting and the next one is 27/1/2020.</p>
	<b>10.5</b>	<p><b>Playing Field Working Party – Cllrs Davies, Forman and Greaves – update for event on 28/1/20</b> Cllr Greaves asked that this item be removed from future agendas as their remit has been completed and until further terms of reference are agreed with a specific improvement plan, they are disbanded. This was agreed.</p>
	<b>10.6</b>	<p><b>Village Traffic Working Party – Cllrs Sharpe, Nicol &amp; Rawlinson</b> Receive report from the traffic group. Note additional grit bin secured. It was further agreed that this group does not need to be on the agenda every month, only as and when required. Cllr Nicol confirmed that 2 new bins had now been supplied by CIPS and they will be put in place and filled.</p>
	<b>10.7</b>	<p><b>Village Plan Working Party – Cllr A Cutforth, Cllr Greaves</b></p> <p>a) To receive minutes from latest meeting, to follow, and latest update No new minutes had been received but 2 meetings have taken place. Cllr Cutforth gave an update on the plan progress and comprehensive work undertaken by the group so far.</p> <p>b) To receive more information re launch event on 28/1/20 Cllr Cutforth confirmed arrangements will be a table for each recommendation from each page in the plan. Mr K Rawson stated they had volunteers and Cllrs free to help on other tables.</p>
	<b>10.8</b>	<p><b>Footpaths and Rights of Way – Cllr Forman. Update on footpaths reported at the last meeting</b> Cllr Cutforth and Forman will compare maps and report the issues to the ENDC to take it up with the relevant land owner.</p>
<b>20/11</b>	<b>ALLOTMENTS</b>	
	<b>11.1</b>	<p><b>To receive report from Allotment Manager on vacant plots and any other issues, including trees relocation.</b> Cllr Bates confirmed that the trees have been planted now – see previous minutes. Also, that the large vacant plot has now been taken up. There is still half a vacant plot free. The Clerk will arrange for the agreements to be sent.</p>
<b>20/12</b>	<b>PLANNING APPLICATIONS, FROM PLANNING COMMITTEE noted</b>	
	<b>12.1</b>	19/00730/FUL and LBC two storey annexe with sub basement and link to existing dwelling, rear entrance glazed canopy at the Abbey, 34 Stamford Road. Appeals unsuccessful/dismissed
	<b>12.2</b>	19/01658/LBC and FUL retrospective application, works to outbuildings only at 9 Church St. Application permitted 13/12/19
	<b>12.3</b>	19/01755/TCA remove branch from London plane and fell oak at 21 High St. Response sent querying information about oak tree. Application permitted 9/12/19
	<b>12.4</b>	<p>Receive and feedback if possible further information from Nexus planning on behalf of HSL regarding speculative “masterplan” development south of Stamford Road following meeting with planning committee. Meeting was arranged but developer had to pull out at the last minute. Meeting rearranged for 21/1/2020 at 5.30pm with the planning committee initially.</p>
	<b>12.5</b>	<p>Receive and note further information on Glebe field re-classification from planning policy dept. - previously circulated. Information was received and noted.</p>
<b>20/13</b>	<p><b>CLERK REPORT</b> –receive correspondence not previously circulated and decide items to bring back to future meeting</p> <p>a) Warning about writing date of 2020 year in 2 digit format has potential to be changed, opening documents up to challenge/invalidity. Clerk warned that dates need to be in 8 digit format (ie year in full) to avoid any falsifying by adding to 20 ie 2018 and potentially making official documents invalid.</p> <p>b) Active Parks survey – in supporting docs. Cllrs asked to complete the survey where possible.</p> <p>c) Letter from NALC Chair re building stronger communities – in supporting docs Letter received and noted.</p>	
<b>20/14</b>	<b>ORDERS FOR PAYMENT</b>	

	Payments agreed as follows; Stationery to be combined in future.	
<b>14.1</b>	HMRC employer tax Oct-Dec due 22/1/20, deducted below	£177
<b>14.2</b>	Stapleton's solicitor invoice instalment for work relating to playing field title application	£400
<b>14.3</b>	SSE electric x 2 invoices Nov and Dec	£244.58
<b>14.4</b>	Postage stamps Clerk	£6.32
<b>14.5</b>	Stationery Clerk	£8.50
<b>14.6</b>	Ink cartridge Clerk	£24.80
<b>14.7</b>	Mileage Clerk	£5.40
<b>14.8</b>	Eon cell maintenance not covered by contract S1 and S11	£79.70
<b>14.9</b>	Hall hire December	£11
<b>20/15</b>	Payments to be made between meetings agreed as follows:-	
	Clerk's salary plus home office payable 31/1/2020 £745.76 + £10 home office - PAYE due (Oct-Jan) £177	£578.76
	To note income received	Nil
<b>20/16</b>	<b>DATE OF NEXT MEETINGS</b>	
	Date of the next meeting is Monday 10 <sup>TH</sup> February 2020 at 7pm	
	Date of meeting in March is 9/3/2020. April meeting is Wednesday 15 /4/2020 (due to Easter Monday) and May meeting is 11/5/2020. Elections are 7/5/2020.	
	The annual parish meeting will be Wednesday 13/5/2020.	

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

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