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# Minutes of the Easton on the Hill Parish Council meeting

Held on Monday 10<sup>th</sup> February 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, A O'Grady,  
Clerk; J Rice  
Others; 4 Members of the public were in attendance.

<b>20/17</b>	<b>APOLOGIES FOR ABSENCE</b>	
	<b>To receive and note apologies accepted by the Clerk.</b> Cllrs received and noted apologies from Cllr E Hanson, which were accepted by the clerk. To note resignation from Will Davis, previously circulated, and comments passed on. Cllrs noted the resignation and the chairman read out his good wishes and thanks passed to the council.	
<b>20/18</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). Declarations of interest were declared from Cllrs Sharpe, Forman, Bates and Ward in item 20/28 and from Cllr Cutforth and O'Grady in item 26.4 and from Cllr Nicol in item 24 d)	
<b>20/19</b>	<b>PUBLIC PARTICIPATION</b>	
	<b>A maximum of 15 minutes is permitted for members of the public to address the meeting</b> <b>The Chairman read out the relevant section on public of the Public Speaking at Council and Committee Meetings Policy.</b> One MOP asked if Councillors could declare if they are going to re-stand at the next election on May 7 <sup>th</sup> so that an idea could be gauged on numbers of potential gaps. The clerk explained that this had been requested at the last 2 meetings and so far councillors had been reluctant to say publicly. Following this request, Cllr Nicol said he wasn't, Cllr Rawlinson said he wasn't, Cllr Greaves, Cllr Cutforth, Cllr Sharpe, Cllr Forman all said they were. Cllr Ward and Cllr Bates were not sure. The MOP and clerk thanked them for the information.	
<b>20/20</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 13<sup>th</sup> January 2020 (prev circ)</b> The minutes were agreed as a true record and signed as correct by the chairman.	
<b>20/21</b>	<b>MATTERS ARISING</b> . Cllr Nicol explained that the 2 new grit bins that had recently been agreed to be supplied by CIPS had been supplied, delivered and are in place/full if required.	
<b>20/22</b>	<b>GOVERNANCE MATTERS</b>	
	<b>22.1</b>	<b>Declarations of interest – dispensation request to meeting of JSCC on 18/2/2020</b> The clerk explained that dispensation had been requested for the Cllrs that have an allotment, as previously requested, and that the request is being put to the JSCC on 18/2. The decision will be communicated asap. The dispensation would last until the election.
	<b>22.2</b>	<b>Check progress against final action plan and agree any further actions</b> The final review report has been submitted however no feedback has been received as yet. The action plan remains the same with only the ongoing issues of the playing fields and village plan, plus future councillor training. The clerk noted the absence of project plans but suggested that these would emerge after the playing field title application was resolved and after discussion on PFWP item below.
	<b>22.3</b>	<b>Agree Staffing Committee policies, herewith</b> Each staffing policy, which had already been circulated to the staffing committee, was taken in turn; grievance, discipline, sickness and appraisal - and all agreed unanimously to adopt these.
	<b>22.4</b>	<b>Agree Social Media policy, circulated prior to the meeting</b>

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		The social media policy had some alterations suggested by Cllr Nicol to make the relationship between the management of the facebook page/website clear. Clerk to amend as appropriate and re-circulate for agreement next month.
20/23	<b>FINANCE REPORT OF BANK BALANCE WITH INCOME VS EXPENDITURE</b> <b>a) Receive finance report period ending 31/1/2020, herewith</b> The Clerk reported that Cllrs were made aware of the current financial situation a few months ago in that the level of reserves has been eroded and the end of year forecast was likely to be between 3-4k only. The clerk confirmed that the forecast was looking like a 3k carry forward bank balance with current and expected expenditure in March. Some Cllrs explained that the reports were confusing and the clerk suggested and it was agreed that just a summary would be trialled instead each month.	
20/24	<b>PLAYING FIELD OWNERSHIP/DEVELOPMENT</b> <b>a) To receive update on title application and any further information received</b> The chairman explained that the case papers had all been submitted with the 2 additional items requested by the solicitors. The title application will be under the "lost deeds" category, mainly after production of the enclosure act was supplied. No timescale is known for a decision by land registry. <b>b) To receive and note summary report, herewith, on the playing field improvements from the playing field working party report and public/resident consultations/feedback and resolve to implement the recommendations, with the setting up of a playing field association and project planning the recommendations.</b> The Cllrs received and noted the recommendations of the report that after the playing field consultation process, the PFWP set out the improvement recommendations that are supported by residents. The clerk recommended in the report that Cllrs agreed all of the recommendations. Concerns however were raised about the access to the playing field for disabled people if a gate was put up. A vote was taken on support for all of the recommendations and 3 councillors voted for this and 5 voted against. 1 abstained. Vote not carried. A separate proposal was then made by Cllr Nicol and seconded by Cllr Rawlinson to vote on all of the recommendations except the gate - 6 voted for this, 2 voted against it and 1 abstained. Vote was carried. A playing field association will probably be set up after a lease is agreed and a project plan compiled then. <b>c) To receive an update on the Community Facilities Fund grant application and resolve to recommend a grant for the path be costed and applied for. Deadline 14/2/2020.</b> The clerk explained that the application for the final round of this grant up to 10k is due by 14/2/2020 and that the advice is that a specific, stand alone element of the plan be used in the application, ie the path for best chance of success. It was voted on and 7 voted for this, 1 against and 1 abstained. Vote was carried. Clerk will finish the application and submit. <b>d) Receive, note and discuss draft heads of terms, to follow, for the leases to the cricket club, playing field association and wildlife trust, in preparation for receipt of land registration. Resolve to meet with cricket club to discuss.</b> Cllrs received and noted the draft heads of terms drafted by the Chairman. It was explained that these were based on the previous drafts and will need to be checked by a solicitor before finalising and ensuring legal. Cllrs discussed elements such as subletting and charging by the cricket club. Details will be in the terms and conditions. The Wildlife Trust lease just needs updating as it is when title is obtained. Cllr Ward left the meeting (at 8.20pm). A vote was taken on accepting the draft heads of terms in principal and 6 voted for them, 2 voted against them. It was agreed that 3 or 4 councillors would attend a meeting with the cricket club to present them.	
20/25	<b>CANDIDACY AT THE MAY 2020 ELECTIONS</b> <b>a) Remind Councillors to inform the Clerk of their intentions on re-standing as soon as it is possible.</b> This has been covered earlier in the meeting under public time however any changes or further information is welcome and encouraged. <b>b) Clerk to update Council on situation including feedback from event and Council to decide on any further action necessary ie inviting candidates to the March meeting, posting messages on social media/website, talking to prospective candidates.</b> The clerk explained that there had been 2 positive interests in the councillor vacancies at the recent event and another MOP was present to observe a meeting and consider standing. Cllrs were all encouraged to talk to any future, prospective candidates. Posters will be put up around the village and more messages on social media and the website. An advert will be placed in the next News and Views and the Stamford Mercury too. Clerk to arrange. <b>c) To note Election workshop on 2/3/2020 £44 pp</b>	

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	<p>The clerk said there was an election workshop on offer however it was decided that due to cost and the material and information being given from NCALC/ENC was good anyway, it was not deemed necessary to attend this.</p> <p>d) To note election timetable key dates, herewith</p> <p>Cllrs noted the timetable of the elections and key dates to observe.</p>	
<b>20/26</b>	<b>REPORTS FROM REPRESENTATIVES</b>	
	<b>26.1</b>	<p>a) Trees and Greens – Cllr Bates, Cllr Ward and Cllr O’Grady</p> <p>Receive update on the pond renovation and consider a Spring Close and pond clearance working party. Decide on members and outline terms of reference. Risk assessments needed.</p> <p>Note points from resident.</p> <p>The clerk reported that the renovation grant that may have been possible for great crested newts in the pond was not possible due to water levels in the pond. The council agreed that a working party is needed to clear up this area. Terms of reference will be drawn up by the clerk and a risk assessment written asap by Cllr Forman. Members of the working party include, in addition to the trees and greens members, Cllr Nicol, Cllr Forman, K Rawson and Dr J Archer.</p>
	<b>26.2</b>	<p>Village Plan Working Party (VPWP) – Cllr A Cutforth, Cllr Greaves</p> <p><b>a) Receive and note feedback from village event</b></p> <p>The clerk circulated a summary of the feedback from K Rawson and commented that feedback had generally been very positive and that it was a very well attended, worthwhile event. The clerk will reply to all those who had offered help in the future to say the council will be in contact when relevant groups are set up and the direction of the working party is known. Sue Hunt wished to thank everyone involved for their hard work and efforts before and during the event.</p> <p><b>b) Receive and note minutes of VPWP meetings, to follow</b></p> <p>These were not received in time for the main papers and will be circulated as soon as possible.</p> <p><b>c) Receive update from last meeting and decide future of VPWP</b></p> <p>A verbal summary of the last meeting was given by the chairman and Deborah Davenport who was present at the meeting. The village plan group still have some items to finish and will continue with these actions as necessary however any changes/new ideas as a result of the village event will be discussed at a later date to decide how best to proceed with them.</p>
	<b>26.3</b>	<p>Checkers Reports</p> <p><b>a) Updated forms – decide on course of action</b></p> <p>Feedback was given that the forms still need to be condensed as there’s a lot of repetition. <i>All Cllrs</i> to give their comments and ideas to Cllr O’Grady or Cllr Greaves for amending the current version again.</p> <p><b>b) Receive report from Cllr Bates for January</b></p> <p>Cllr Bates will send the forms in for January checks. Nothing reported as urgent.</p> <p><b>c) Decide on any actions necessary</b></p> <p>Cllr Forman said he will look at the gate to the playpark and trim the brambles along from The Close. Spring Close working group to address some issues there.</p>
	<b>26.4</b>	<p><b>Village Hall update, Cllr Forman</b></p> <p>Cllr Forman gave an update from the latest meeting. The committee said thank you for the xmas decorations. There are some changes to members and the AGM in June to appoint a chair. Recently reports of some non-payers for hire so prepayment will be introduced. Tombola prizes are requested please.</p>
	<b>26.5</b>	<p><b>Footpaths and Rights of Way – Cllr Forman</b></p> <p>Update on footpaths reported at the last meeting</p> <p>Cllr Forman said there was not anything to add except getting photos of the footpath going to Stamford for action by Burghley.</p>
	<b>26.6</b>	<p><b>Vehicle Activation Devices, Cllr Forman and Cllr Rawlinson</b></p> <p><b>a) Receive report of one not working and resolve action to address</b></p> <p>Cllr Rawlinson reported one device not working (solar powered one) but will try again to address the problem.</p> <p><b>b) Receive request to move one and resolve action to take</b></p> <p>There was one request to move the other one but it was resolved that if it was just turned around it would be more useful and left as it is.</p>
<b>20/27</b>	<b>CLOCK SERVICE</b>	

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	<b>Resolve to arrange for village hall clock to be serviced</b> Cllr Bates reported that this has already been done.		
<b>20/28</b>	<b>ALLOTMENTS</b>		
	<b>28.1</b>	To receive report from Allotment Manager on vacant plots and any other issues, including trees relocation Cllr Bates reported that there has been interest in the vacant plots and she will talk to everyone to see what their intentions are for the coming tenancy year as some had said they want to change plots.	
	<b>28.2</b>	<b>To resolve to review rent of allotments, as previously discussed</b> A discussion took place and it was decided that as there are no costs for the Parish Council relating to the maintenance of the plots, then the rent is a nominal amount to reflect this and therefore it was agreed to leave rental costs as they are.	
<b>20/29</b>	<b>PLANNING</b>	<b>APPLICATIONS, FROM PLANNING COMMITTEE</b>	
	<b>29.1</b>	<b>To confirm and sign as correct the minutes of the Extraordinary meeting on 21<sup>st</sup> January 2020 (prev circ) following the meeting of the planning committee with HSL Developers, for land south of the A43.</b> The minutes of the meeting with HSL were agreed as a true record and signed as correct by the chair. <b>Receive any further information from them.</b> There had been no further contact from them since they thanked the PC for meeting with them.	
	<b>29.2</b>	<b>Note planning roadshow Thurs 2/4/2020 7pm on planning and unitary authorities</b> This was noted and more details of cost will be obtained before booking	
	<b>29.3</b>	<b>19/01862/FUL demolition of existing conservatory and erection of single storey side/rear extension at 16 West St. Permitted 3/2/20</b> Noted by councillors.	
<b>20/30</b>	<b>CLERK REPORT</b> –receive correspondence and decide items to bring back to future meeting <b>a) Invitation to Chairman of ENC’s Civic Service 1<sup>st</sup> March at 2.50pm</b> For information only. Cllr Cutforth will attend and as the chain of office has been located and retrieved, will be worn as requested. <b>b) Priest House changes, email from Paul Way</b> Councillors noted the contents of the email for information that no PC representative is now needed and a new chair will be appointed soon. <b>c) Information relating to “Keep Safe card” from Northamptonshire police, email herewith</b> Councillors noted this and the clerk had posted the information on the village facebook page.		
<b>20/31</b>	<b>ORDERS FOR PAYMENT</b>		
	Payments were noted and agreed as follows; note additional overdue account below to be paid		
	<b>31.1</b>	HMRC employer tax for January, deducted below	£44.10
	<b>31.2</b>	Stapleton’s solicitor invoice instalment for work relating to playing field title application. (2 months left after this one)	£400
	<b>31.3</b>	Postage stamps Clerk	£2.12
	<b>31.4</b>	Mileage Clerk	£60.75
	<b>31.5</b>	Hall hire January 2020	£33
	<b>31.6</b>	Grit payable to CIPS	£54.40
	<b>31.7</b>	Emptying bins, overdue account	£32.09
<b>20/32</b>	Payments to be made between meetings noted and agreed as:-		
		Clerk’s salary plus home office payable 29/2/2020	£701.66
		£745.76 - PAYE due + £10 home office	£10 home office
		To note income received	Nil
<b>20/33</b>	<b>DATE OF NEXT MEETING</b>		
	The date of the next meeting was noted as Monday 9 <sup>th</sup> March 2020 at 7pm		

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

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