

Minutes of the Easton on the Hill Parish Council meeting

Held on Monday 9th March 2020 at 19.00 in the Easton on the Hill Village Hall

Present; 6 Councillors; A Cutforth (Chairman) J Rawlinson (Vice-Chairman) D Sharpe, T Nicol, P Bates, I Forman
Clerk; J Rice
Others; 4 Members of the public were in attendance.

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| 20/34 | APOLOGIES FOR ABSENCE |
| | Apologies from Cllr Hanson, Cllr Ward, Cllr O’Grady and Cllr Greaves were received and noted. |
| 20/35 | DECLARATIONS OF INTEREST |
| | To receive all declarations of interest under the Council’s Code of Conduct related to business on the agenda. (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). Dispensation on declaring an interest in allotments has been granted to Cllrs Hanson, Forman, Ward, Bates and Sharpe is granted until the election unless the item discussed is directly related to their land. In addition, Cllr Cutforth declared an interest in 20/47.5 |
| 20/36 | PUBLIC PARTICIPATION |
| | The Chairman reminded the public of the Public Speaking at Council and Committee Meetings Policy and took questions. One member of public (MOP) read out a statement regarding the decision made at the last meeting not to accept the playing field recommendations in full, against the recommendation in the report. They were disappointed and minded to point out that the councillors should be representing the residents/public and trying to build relationships. It was pointed out that the vote was taken to exclude the gate in order that the whole plan was not voted against and at least the other recommendations could progress. It was felt the path was part of a bigger issue relating to access that needs to be addressed separately. Another MOP asked about the earliest date that bios of each candidate standing in the parish council elections could be available and it was stated that as far they are aware it will be sometime soon after the deadline of 8 th April. More details may be known after the elections workshop the clerk was going to on Thursday 12/3. |
| 20/37 | MINUTES OF THE LAST MEETING (previously circulated) |
| | The minutes of the meeting held on Monday 10 th February 2020 (prev circ) were agreed as a true record and signed by the chairman. |
| 20/38 | MATTERS ARISING None |
| 20/39 | GOVERNANCE MATTERS |
| | 39.1 Declarations of interest – dispensation request confirmation See the information under point 20/35 above. This had been confirmed by the Monitoring Officer in the activity report and minutes of the JSCC meeting on the 19 th February 2020. |
| | 39.2 Receive and note feedback from JSCC referral by Ben Smith, NCALC that action plan now to be considered part of normal business by EOTHPC. In the minutes of the JSCC meeting on 19 th February 2020 it was resolved that the significant progress made by the Parish Council in recent months be recognised in delivering the recommendations contained in the Governance Action Plan. This it is recognised that 6 action plan recommendations remain outstanding and whilst wishing for them to be completed expeditiously, the committee is happy for them to now be delivered outside of the review process, as business as usual. That the committee looks forward to seeing continued progress to the Parish Council’s management of its governance arrangements now and beyond the council elections to be held in May 2020. The chairman thanked everyone for their part in getting to this point and all of the hard work involved and progress should be recognised as a real positive ethos on which to move forward. |
| | 39.3 Agree final social media policy, herewith |

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| | | The revised social media policy was agreed. Action Clerk to put on website. |
| | 39.4 | To note Staffing Committee appraisal process outline It was explained that there had been a staffing committee meeting to just agree the process and forms by which the appraisal will be carried out. A further meeting is planned on 25/3 to go through the completed forms and perform the clerk appraisal. Action SC and clerk |
| 20/40 | REPORTS FROM REPRESENTATIVES | |
| | 40.1 | Trees and Greens – Cllr Bates, Cllr Ward and Cllr O’Grady a) Receive and agree terms of reference for TAGWP The terms of reference were agreed by 5 votes to nil and one abstention and recognised as a working party to take control of keeping the village tidy. b) Receive report from working party on work needed, herewith The TAGWP has produced a list of work necessary at Spring Close and this was discussed with a concern over the crumbling wall. Action Clerk to write to resident to raise awareness c) Decide on a way forward to address the work It was decided to tie the clear up work in with the Great British Spring Clean national initiative. Action Clerk to do posters/communication/litter pick risk assessment and TAGWP to co-ordinate volunteers, risk assessments for garden work and hi vis jackets, pickers d) Receive feedback on meet with Leics Gardens (LG) on work this year A discussion took place about what we require LG to do and it was decided that the WP will tackle the pond initially. Leics Gdns will trim the footpath up to the A43 and try to tackle cutting back more boundary of the cricket field. Action Clerk to let LG know. e) Resolve to request farmer to cut hedge on access road Cllr Bates said the farmer had already cut the hedge but it may need a further cut. Action Cllrs to check |
| | 40.2 | Village Plan Working Party (VPWP) – Cllr A Cutforth, Cllr Greaves a) Receive update on leaflet by VPWP The leaflet is in progress and formatting and printing options were being investigated. b) Receive and note report with recommendations from VPWP and the village event The report was received and noted. A Parish Council volunteer co-ordinator was discussed and it was agreed to point people in the direction of the volunteer action group already operating in Oundle. Similarly a Communication Co-ordinator was not deemed necessary other than what is done now. Other ideas will be carried forward. c) Decide on way forward in respect of recommendations/project plan and future of VPWP It was agreed that the various groups will still operate independently as they do now. The VPWP has done its job and other projects will be handled separately. |
| | 40.3 | Checkers Reports a) Updated forms – decide on course of action Cllr Greaves has redone the forms to streamline the work involved in doing the checks. The defib form to be added as it is now but with “check battery ok” and the code included. Action Clerk to circulate and Cllr Forman to use and test out for March. b) Receive report from Cllr Bates for January and Cllr Cutforth for February Checkers forms were received and discussed but no action considered urgent and worth doing with the planned changes at the playing fields. c) Decide on any actions necessary None decided urgent |
| | 40.4 | Village Hall update, Cllr Forman No meeting has been held and therefore there is no update. |
| | 40.5 | Footpaths and Rights of Way – Cllr Forman Cllr Forman said that walks could be put on the village website and would check his maps with Cllr Cutforth. |
| | 40.6 | Vehicle Activation Devices, Cllr Forman and Cllr Rawlinson a) Receive update on unit not working and agree a way forward One of the VADs is still not working and the suppliers advised a £535 starting repair price. It was agreed to ask Highways to see if they would replace it as it is reducing the speed of vehicles. |

Agreed during Coronavirus period and at remote meeting and “signed”, Anne Cutforth, Chairman

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| | 40.7 | <p>Traffic Working Group – Cllr Nicol, Cllr Sharpe and Cllr Rawlinson – Receive and note update from VP event, previously circulated</p> <p>The feedback and actions were circulated and it was reported that it is all in hand.</p> |
| 20/41 | <p>FINANCE REPORT OF BANK BALANCE WITH INCOME VS EXPENDITURE</p> <p>a) Receive finance report period ending 29/2/2020, previously circulated. The finance report from the clerk was received and noted. The balance at end of year is as anticipated at £3100 approx.</p> <p>b) Receive feedback from finance committee after meeting with insurance company re cover/policy The chairman reported that the list of assets and insured/replacement value was being reworked to review and update the policy cover ready for renewal in May. Action clerk to update list and send to insurance for April meeting</p> | |
| 20/42 | <p>PLAYING FIELD OWNERSHIP/DEVELOPMENT</p> <p>a) To receive update on title application, if any No update was available. Action clerk to request update</p> <p>b) To note that the Community Facilities Fund grant application has been sent in. Decision due late March. The clerk reported that the application has been recommended for approval by the finance committee but it should be confirmed as approved for a 10k grant by late March.</p> <p>c) Receive, note and agree revised draft heads of terms, herewith, for the lease to the cricket club following the meeting with the cricket club chairman. In particular the request from Ketton Club to use the facilities for 6 mid-week occasions, including current members. The revised lease was received and agreed. Action clerk to notify chairman</p> <p>d) Resolve to set up a playing field association, ahead of a final lease, to devise a project plan of action in respect of agreed PFWP recommendations, with priority order and grant applications. This was discussed and it was agreed to set an association up with some residents and councillors after the election. In the meantime, the Augean grant opportunity would be investigated with a view to demolishing the old building to make way for better parking area. Action Cllr Sharpe to start to progress this</p> <p>e) Note opportunity for attendance at grant/bid writing workshop and agree attendees It was reported that this has been cancelled.</p> | |
| 20/43 | <p>CANDIDACY AT THE MAY 2020 ELECTIONS</p> <p>a) Remind Councillors to inform the Clerk of their intentions on re-standing as soon as it is known to help with process. It was noted that most but not all councillors had informed the council of their intention.</p> <p>b) Clerk to update Council on advertising for councillor positions and elections. Receive and note any feedback or approaches by the public on applications. The clerk reported that facebook posts and posters had been put up and also informed of the election workshop taking place soon. No additional candidates had come forward.</p> <p>c) Note communication on briefings available 12/3 and 19/3 for prospective candidates and timescales, herewith The candidates present at the meeting were informed of the workshops.</p> <p>d) Decide on any further actions deemed necessary - none</p> | |
| 20/44 | ALLOTMENTS | |
| | | <p>To receive report from Allotment Manager on vacant plots and any other issues</p> <p>The manager reported that the trees had been removed now. There's only ¾ plot free and it will be advertised once all agreements and rent has been received as there has been some moving about of plot tenants. Papers to go out this week.</p> |
| 20/45 | PLANNING | APPLICATIONS, FROM PLANNING COMMITTEE |
| | 45.1 | <p>20/00158/LBC Remedial works to abutment detail of block paving against the side wall between the neighbouring property (7 Church St) adjoining the southern side elevation of number 9 Church St plus installation of acco drain at 9 Church St.</p> <p>No concerns or objections</p> |
| | 45.2 | <p>Consultation draft document of Householders Extensions Supplementary Planning Document (SPD) herewith, to replace the Residential Extensions and Alterations Design Guide from 1998. Consultation period for consultees is 7th February to 4pm 23rd March. Amended document will then form part of the statutory Local Development Framework for East Northants.</p> <p>No comments received.</p> |

Agreed during Coronavirus period and at remote meeting and "signed", Anne Cutforth, Chairman

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| 20/46 | CLERK REPORT –receive and note correspondence not previously circulated and decide any items to bring back to future meeting a) Great British Spring Clean 2020 20/3 to 13/4 It was decided to tie this in with the Spring Close tidy up – see above b) Invite to NCALC Key Services Day (Came and Co, Hedleys solicitors and Streetscape) free event on Tuesday 31/3 for 2 representatives It was decided that this was not of use as we have used the services already. c) Notification from NHW of new police crime prevention on website was noted. d) Cilca training dates 5/3, 2/4 7/5, 4/6, 9/7, 3/9 were noted. e) Report of broken drain lid NCC reported to AWA was noted. f) Invite to Climate Emergency Action Day on 4 th August 2020 was noted. | | |
| 20/47 | ORDERS FOR PAYMENT All payments were agreed as follows; | | |
| | 47.1 | HMRC employer tax for February, deducted below | £44.30 |
| | 47.2 | Stapleton's solicitor invoice instalment for work relating to playing field title application. (1 month left after this one) | £400 plus last payment of £324 |
| | 47.3 | Postage stamps and ink contract Clerk | £11.75 |
| | 47.4 | Mileage Clerk | £13.50 |
| | 47.5 | Hall hire January 2020 | £11 |
| | 47.6 | SSE electric | £126.08 |
| 20/48 | Payments agreed to be made between meetings:- | | |
| | | Clerk's salary plus home office payable 31/3/2020 | £711.46 |
| | | £745.76 - PAYE due + £10 home office tax free | £10 home office |
| | | To note income received | Nil |
| 20/49 | DATE OF NEXT MEETING The date of the next meeting is Wednesday 15th April 2020 at 7pm | | |

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

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