

Minutes of the Easton on the Hill Parish Council meeting

Held remotely by Zoom video conferencing on Wednesday 15th April 2020 at 19.00 due to the ongoing pandemic situation and lockdown restrictions. Regulations were introduced w/e/f 4/4/2020 to allow remote meetings to take place.

Present; 6 Councillors; A Cutforth (Chairman) J Rawlinson (Vice-Chairman), I Forman, E Hanson, T Nicol, D Sharpe.

Clerk; J Rice

Others; 1 Member of the public was in "attendance" via Zoom invitation and some questions had been submitted prior to the meeting by Mr K Cox.

20/54	INTRODUCTION TO REMOTE MEETING. To check all familiar with process and system for voting/speaking. The chairman introduced the Zoom meeting (a successful Zoom trial had taken place with the same councillors) and it was agreed that voting would be via hand as normal or individuals could use the hand icon whichever suited them. Speaking was agreed to be as normal, no muting necessary, but would be reviewed if it proved difficult to follow.	
20/55	APOLOGIES FOR ABSENCE To receive and note apologies accepted by the Clerk. Apologies received from Cllr D Greaves, Cllr O'Grady and Cllr P Bates and assumed from Cllr J Ward.	
20/56	DECLARATIONS OF INTEREST To receive all declarations of interest under the Council's Code of Conduct related to business on the agenda. Those with allotments are granted dispensation and this was expressed as such. The chairman disclosed an ongoing interest in the payment for village hall hire, on the agenda in payments.	
20/57	PUBLIC PARTICIPATION Arrangements will be made for the public to request a link to join the meeting remotely or join by telephone call The public were asked to email or ring the clerk if they wished to join the meeting or submit a question. The clerk had received one request from a member of public to join the meeting and some questions from another. It was decided that the questions would be read out and addressed in the agenda item 20/63.	
20/58	MINUTES OF THE LAST MEETING (previously circulated) To confirm as correct the record of the minutes of the meetings held on Monday 9th March 2020 and Wednesday 25th March 2020. They will be signed as and when normal contact meetings are re-started. Both sets of minutes were agreed as correct and due to the new regulations can now be signed electronically.	
20/59	MATTERS ARISING from previous meeting. None	
20/60	GOVERNANCE MATTERS	
	60.1	To note end of Delegation of Authority policy whilst the remote meetings are successfully being held. If at some point the remote meeting is not viable or workable, then the delegation of authority policy is automatically re-instigated. This was noted.
	60.2	To note Government regulations and arrangements for virtual meetings, previously circulated, and the announcement that no annual meetings are required. The regulations and guidance were noted. A discussion took place on the annual meetings following advice received from NCalc. It was agreed that it was impractical to hold an annual parish meeting in lockdown although an annual report would be compiled and put on the website and there was also no need to hold an annual council meeting for the election of the chairman and election of councillors to committees as they are best to stay as they are for continuity. Those councillors who had previously expressed the possibility of not re-standing in May 2020, and were present at this meeting, stated that they would stay at least until the elections in May 2021.
	60.3	To check all councillors are happy with arrangements for Zoom going forward and agree any further actions necessary.

		A discussion took place about councillors attending Zoom meetings and as these meetings are the ones recommended by NCALC and the trial was successful, it was felt sensible to carry on this way. All Councillors have been offered the option to join Zoom, be telephoned to join in the meeting or have a new laptop to join in if necessary. Action Clerk to continue with Zoom/options to join
	60.4	To receive Staffing Committee appraisal update. The chairman explained that, following the meeting to agree the process, the clerk completed her part of the forms and submitted them. The committee are doing their responses and this will be collated and communicated to the clerk in time for the next meeting. Action Staffing Committee
	60.5	To note elections cancelled and Councillors in post until next May 2021. This was noted. See note above in 60.2.
	60.6	To note vacancy advertised at present and co-option policy to be followed. It was noted that confirmation had been received, prior to new regulations, that the vacancy created before the planned elections, can be advertised and so it is advertised at present for co-option. So far there has been interest from one person who has been sent the form and policy.
	60.7	To note update on the volunteer Help on the Hill system and decide on any further action needed. Cllr Nicol confirmed that the system is working well. An increase in people on the email system has been seen, to 300 residents, which helps with communication. There are 48 volunteers, a dedicated page on the website and good feedback on the pub and shop service. A request was received to distribute leaflets from Northants on another helpline and this was agreed but nothing further required.
	60.8	To note social distancing issues/illegal recreational activity at the playing fields and decide what if any further action is needed. A discussion took place on whether there had been any more issues and none were known of apart from the Easter BBQ reported. Police had been seen patrolling the area which must be helping.
20/61	REPORTS FROM REPRESENTATIVES	
	61.1	Trees and Greens – Cllr Bates, Cllr Ward and Cllr O’Grady a) Update on grass cutting and report of any issues. Committee members not present however it was noted that following council agreement the grass cutting has been done with no problems. b) Update on work at Spring Close as Spring Clean event postponed to September. Some work will be done periodically at Spring Close by a volunteer to help tidy it up and a risk assessment has been completed. A question was raised about whether highways are doing the verges still and the clerk agreed to find out. Action clerk
	61.2	Village Plan working Party; Update if any, No update as no further meetings planned.
	61.3	Checkers Reports a) To note updated forms circulated with de-fib form and April feedback Cllr Forman had done the checks and there was a problem with the defibrillator cabinet lock which he has offered to sort out - the cost of the new latch fitting £24 was agreed. A demo of the defibrillator check will be done at a future meeting to ensure all are aware of the recommended checks necessary. b) To decide on any actions necessary The new forms were trialled and some alterations to be circulated plus the new lock above. Cllr Hanson to perform April checks. Action Cllr Hanson and Forman
	61.4	Village Hall update, Cllr Forman – no update as Village Hall closed due to Coronavirus and no issues.
	61.5	Vehicle Activation Devices, Cllr Forman and Cllr Rawlinson; Receive update on unit not working and feedback/grant form from NCC. Decide on course of action. The clerk reported that NCC do not have any budget for repairs or new signs. Cllr Forman offered to investigate the fault further. A grant is available for one via the police road safety group and this will also be looked into as other councils have had success obtaining a grant for new speed signs. Action Cllrs Forman and Rawlinson
	61.6	Traffic Working Group – Cllr Nicol, Cllr Sharpe and Cllr Rawlinson. To note correspondence regarding CIPS traffic through the village, previously circulated. This was noted and no further action required until the traffic working group re-meets.

20/62	<p>FINANCE REPORT OF BANK BALANCE WITH INCOME VS EXPENDITURE</p> <p>a) To agree end of year bank reconciliation and final accounts spreadsheet figures, herewith The council agreed the figures presented. The balance going forward was as predicted and expected and council are aware of the reasons for the low figure.</p> <p>b) To receive and note AGAR forms ready for internal audit date of 16th April 2020. To follow. AGAR accounting statement was circulated and not questioned. The figures will be checked by the auditor too at the forthcoming internal audit Zoom meeting. Action Clerk to prepare all forms for signing off in May if regulations allow.</p> <p>c) To receive feedback from insurance company after revised asset list sent, herewith The clerk explained that a revised asset list with items to insure or not had been sent to the insurance company for a revised quotation – renewal is due at the end of May. Action clerk to chase up</p>	
20/63	<p>PLAYING FIELD OWNERSHIP/DEVELOPMENT</p> <p>a) To receive update on title application, if any. The clerk reported there had been one query received from land registry via the solicitor which had been answered. No more information or feedback received. Action clerk to chase</p> <p>b) To note that the Community Facilities Fund grant has been approved, the agreement returned and purchase order sent. Additional quotes are now being considered. The clerk reported that the purchase order had been sent for the grant for the path and monies available. The clerk explained that the 2 quotes now received were very similar and in line with the grant amount. It was voted and agreed that one quote be accepted in that case if it was adjusted for a slightly shorter route and the work could then be started. Soil could be used to fill in holes near cricket club and car parking area. Action clerk to arrange final detail of route and accept amended quote.</p> <p>c) To receive, note and agree action on cricket club lease, herewith The lease was voted on and agreed subject to it being altered to include the fact that alcohol could be served if the appropriate licence is applied for. It will then be sent to the cricket club chairman before a solicitor for checking. The boundary will be agreed once the whole outfield area is realised via a clearer, mowed area. The questions from Mr Kevin Cox were all addressed and a response will be sent. Action chairman and clerk</p> <p>d) To receive update on Augean grant application for demolishing building/replacement parking area and agree next steps. Cllr Sharpe had obtained and gave the information and quotes regarding demolishing the old building (and refurbishing the parking area) plus new fencing, as per the playing field working party recommendations resident priorities and as agreed at the last meeting. Any grant for demolishing the building would need to include improving that area to qualify for a grant, hence the parking area improvement too. The council agreed this made sense anyway as the parking area was discussed at the last meeting as an area needing attention and would need doing once the building was demolished. It was voted and agreed in principle that a grant application be made to include this and new pieces of equipment as the grant budget allows up to 50k. It was noted that Mr Cox's comments included disappointment that nothing had so far been done in respect of the PFWP's recommendations despite them being presented in November 2019 although acknowledged and queried that tenders had been requested for demolishing the building. It was noted that a plan was now starting to be formed in terms of the perimeter path, then the demolition/parking area and fencing, followed by new equipment. Action clerk to submit report and complete application.</p>	
20/64	<p>ALLOTMENTS</p>	
64.1		<p>To note arrangements for allotment holders attending during lockdown and notices up It was noted that allotment holders had been told that they could attend their allotments if correct social distancing etc measures were observed. The clerk had prepared notices to go up at the allotment.</p>
64.2		<p>To receive report from Allotment Manager on vacant plots. Allotment manager was not present but a report was given verbally by the clerk that there are 1.75 plots vacant at present and notices have been put up.</p>
64.3		<p>To note all allotment tenancy agreements issued and income received. This was noted and the clerk has now paid the monies in to the bank.</p>
20/65	<p>PLANNING APPLICATIONS, FROM PLANNING COMMITTEE. All noted the updates as follows;</p>	
65.1		<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. Permitted</p>

Signed electronically as permitted during the pandemic and as agreed at May meeting *Anne Cutforth, Chairman*

	65.2	20/00291/FUL replacement of s/s rear extension at 21 High St. No concerns sent.	
	65.3	20/00315/FUL Erection of grain store at land on Cliffe Road. No concerns sent.	
		20/00250/FUL New front porch, ground floor and first floor extension at 7 Westfields. Email sent that no concerns if materials are in keeping	
	65.4	19/01345/PIP Appeal received for Permission in principal, net number of dwellings min 5 max 9 at land rear of Exeter Arms, Stamford Road. Further or amended comments required by 29/4/2020 but it was decided that no more are required.	
	65.5	20/00362/FUL recess the entrance into the arch and infill the above level with glass, ground floor extension to existing dwelling at 46 Church St, deadline 20/4/2020. No concerns reported.	
	65.6	20/00184/FUL Demolition of existing derelict workshop and erection of a s/s annexe at 5 The Lane Deadline 20/4/2020. No concerns reported.	
	65.7	19/01314/LBC Appeal. Removal of 3 internal walls within the ground floor at 37 West St. No further comments sent.	
20/66	CLERK REPORT –receive and note correspondence not previously circulated and decide any items to bring back to future meeting. It was noted that the clerk Cilca training is on hold.		
20/67	ORDERS FOR PAYMENT		
	Payments were agreed to be made asap as follows;		
	67.1	HMRC employer tax for March, deducted below	£44.30
	67.2	Ink contract change £9.99 per month	£9.99
	67.3	NCALC subs due	£681.85
	67.4	SSE electric bill	£229.60
	67.5	Stationery J Rice, postage, A4 files, A4 paper	£19.19
	67.6	Mileage J Rice, includes Cilca day 1	£34.20
	67.7	Hall hire March invoice	£11
20/68	In addition. the clerk's salary is to be paid at the end of the month		
		Clerk's salary plus home office payable 30/4/2020	£701.46 plus
		£745.76 - PAYE due + £27 home office (increased April) tax free	£27 home office
		To note income received £20 allotment rent March 2020, £97.50 April 2020	
20/69	DATE OF NEXT MEETING		
	It was noted that the date of the next remote meeting by video conferencing is Monday 11th May 2020 at 7pm The chairman will do a summary report of the Parish Council's last year to be submitted, circulated and put on the website in the absence of the annual parish meeting.		