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Minutes of the Easton on the Hill Parish Council meeting

Held remotely by Zoom video conferencing on Monday 11th May 2020 at 19.00 due to the ongoing pandemic situation and lockdown restrictions. Government regulations were introduced w/e/f 4/4/2020 to allow remote meetings to take place.

Present; 7 Councillors; A Cutforth (Chairman) J Rawlinson (Vice-Chairman), I Forman, E Hanson (7.10pm), T Nicol, D Sharpe, P Bates (by telephone until 7.35pm)

Clerk; J Rice

Others; 6 Members of the public were "in attendance" via Zoom invitation

20/74	INTRODUCTION TO REMOTE MEETING. The same process and system as before for voting/speaking was confirmed. The Councillor by phone was asked to give a verbal vote.
20/75	APOLOGIES FOR ABSENCE To receive and note apologies accepted by the Clerk. Apologies were received from Cllr A O'Grady.
20/76	DECLARATIONS OF INTEREST To receive all declarations of interest under the Council's Code of Conduct related to business on the agenda. No declarations of interest were received.
20/77	PUBLIC PARTICIPATION Arrangements were made for the public to join the meeting remotely or join by telephone call if they wish via details on the website. The Chairman read the relevant section from the speaking at public meetings policy. Members of the public were present to discuss a planning application at 21 Church St. The applicant firstly explained the application and the process they had gone through to get to the current plans. The neighbours then explained their concerns regarding certain elements. Others present stated their support for the application. It was agreed that the planning committee would do a site visit to see the concerns and the plans in more detail/context. Action Clerk to set up date
20/78	MINUTES OF THE LAST MEETING (previously circulated) The record of the minutes of the meetings held on Wednesday 15 th April 2020 and the EM on Thursday 30 th April 2020 were confirmed as correct. They will be signed electronically, as the agreed method during the pandemic. Action Clerk to publish
20/79	MATTERS ARISING from previous meetings. None
20/80	CHAIRMAN'S REPORT, previously circulated To receive annual report in lieu of cancellation of annual council meeting. The report was noted and a query raised asking if all complaints have been dealt with and it was confirmed that none were outstanding as far the council were aware. The report is on the council website.
20/81	CO-OPTION TO ONE PARISH COUNCILLOR VACANCY AND OTHER VACANCIES
	81.1 To receive and acknowledge applications, to follow, for the one current Councillor vacancy being filled. All councillors present confirmed copies of the 4 application statements (made anonymous for objectivity) to be voted on for the 1 vacancy able to be co-opted to.
	81.2 To note confirmation of date for planned resignation from Cllr Forman and resignations from Cllr Ward and Cllr Greaves. Cllr Forman confirmed he would resign after this meeting and he was thanked for his hard work and commitment. Previous resignations from Cllr Ward and Cllr Greaves were acknowledged and the clerk confirmed that electoral services had been informed and notices will be displayed.
	81.3 To note procedure for advertising vacancies and opportunity for bye election/co-option, policy enc. Unsuccessful candidates can be considered for future co-option after expiry of notices.

Signed electronically as Government regulations allow in the pandemic period, *Anne Cutforth*, Chairman

		The clerk explained that separate notices need to be displayed and the electorate have to be given the opportunity for 14 days to request a bye election. After this time, the vacancy can be advertised/filled by co-option. The remaining 3 vacancies could be filled at the next meeting if no bye election is called, to be held in May 2021. Action Clerk to display/action
	81.4	To discuss the candidates and to vote in turn until majority achieved and candidate appointed. Sign the declaration of acceptance. Voting took place as per the co-option policy and by round 3 an absolute majority was achieved by Robin Holwell and he will be co-opted in due course. Action Clerk to inform and make preparations.
20/82	GOVERNANCE MATTERS	
	82.1	To confirm chairman arrangements and review committees in light of recent resignations. It was confirmed that the current chairman will remain until next May and committees can stay as they are until new councillors are co-opted and then they can be reviewed again. Action Clerk to C/F
	82.2	To receive Staffing Committee appraisal of Clerk update and agree any actions. The chairman of the Staffing Committee confirmed that the appraisal process has been completed and the clerk awarded a B. The objective will be to complete the CILCA course and a review date has been set for 3 months time.
	82.3	To receive informal and formal feedback from internal financial audit. The clerk confirmed that the internal auditor had signed off the audit report and went through some pointers given on internal checks, risk assessment, financial regulations that are now being dealt with.
	82.4	To receive and agree financial regulations, previously circulated Councillors agreed the model financial regulations as circulated. Action Clerk to publish
	82.5	To receive new finance “checker” form, herewith, and agree process Council agreed the new form and agreed that internal control checks can fall in with monthly asset checkers. Action Clerk to arrange
	82.6	To go through AGAR Governance statement and agree and complete form with signing by chairman. The chairman read out the governance statements that were all agreed and the form was duly signed by the chairman. Action clerk to send off after minutes completed.
	82.7	To go through AGAR accounting statement and agree and complete form with signing by chairman. The chairman confirmed the accounting statement, previously circulated and agreed by the internal auditor and it was agreed and the form was duly signed by the chairman. Action clerk to send off after minutes completed.
	82.8	To receive and review PC risk assessment, herewith The revised risk assessment was reviewed. It was acknowledged that a risk assessment for the VAS and the defibrillator need doing still. It was also agreed to reword the facebook page section to reflect the arrangements and the document was agreed subject to this change. Action clerk to amend and publish
20/83	REPORTS FROM REPRESENTATIVES	
	83.1	Trees and Greens – Cllr Bates (not present at this point) and Cllr O’Grady (not present) a) Update on grass cutting and report of any issues. No issues reported. b) Update on any work performed at Spring Close as Spring Clean event postponed to September Nothing reported.
	83.2	Village Plan working Party; Update if any. No update as no further meetings planned/being held.
	83.3	Checkers Reports a) To note updated forms circulated with de-fib form and April/May feedback New forms used by Cllr Forman in April and no actions needed. Cllr Hanson to walk round with Cllr Nicol for May. Cllr O Grady to do June if can. Action Clerk and Cllr Hanson, Nicol and O’Grady b) To note Cllr Forman fitted new latch to defib at shop and it is now working. This was confirmed as fine now and Cllr Forman thanked for his work on this. c) To decide on any actions necessary – nothing urgent noted.
	83.4	Village Hall update, Cllr Forman – no update as Village Hall still closed due to Coronavirus. A new representative will be needed in due course.
	83.5	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.

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		<p>Cllr Forman reported that he had had no luck with this being fixed. Cllr Rawlinson reported that a different company quoted new unit would be £2100 ex vat. Cllr Sharpe said that she would look at options with the grant forms the clerk sent to the group, as traffic was definitely faster at the moment. Cllr Forman will drop off the spare batteries and Cllr Nicol confirmed he would replace Cllr Forman on this working group and this was agreed.</p> <p>Action Cllr Sharpe</p>
	83.6	Traffic Working Group – Cllr Nicol, Cllr Sharpe and Cllr Rawlinson. To note no update as no meeting.
20/84	FINANCE	<p>a) To receive feedback from insurance company after revised asset list sent, herewith The clerk confirmed that the insurance company were reworking the premium in light of agreed changes to the asset list for insurance and that a quote from Zurich will be sought as a comparison before renewal. Action Clerk</p> <p>b) To receive updated finance report The finance report had been circulated and there were no questions or concerns. The clerk confirmed that she may have to pay the grass contractor in between meetings on occasion if the invoices fall behind and this was agreed as it is a pre-agreed contract. Action clerk</p> <p>c) To agree to replacing pole bracket and supply at New Town – not able to be done in original project and in budget This was discussed and agreed as it has been allowed for in the budget projects and needs to be done to be fair for all residents. Action Clerk to order</p>
20/85	PLAYING FIELD OWNERSHIP/DEVELOPMENT AND CRICKET CLUB LEASE	<p>a) To receive update on title application, if any. An update had been circulated to say the solicitor has chased it with the land registry and they are aware of it but there were delays due to the pandemic.</p> <p>b) To note work on perimeter path started w/c 5th May and any feedback/issues to note. It was noted that the work was continuing today and hoping to be finished. The company will fill in the pot holes in the Drift and tidy up the site. The benches will be put back by volunteers. The width had been checked following concerns and the pit flattened off. A short section of hedge drift side needs trimming back and this will need to be kept under control. The job was checked and signed off ok by 2 councillors and the remainder of the cost will be paid when the grant is received.</p> <p>c) To agree playing field association (PFA) membership process The merits of a PFA and/or reconvening the playing field working party was discussed – dependant upon what residents want from a PFA and how much management of the area should be handed over or maintained by the PC. It was agreed that a new PFA will be set up once heads of terms can be agreed and a lease agreed by a solicitor, as per the cricket club. It was stressed that all the village groups would need to be represented to ensure all users have an input into decisions. It was agreed that an initial meeting will be set up to discuss heads of terms and areas of responsibility. Kevin Cox will arrange some dates and invite groups to an initial meeting. At least 2 councillors will attend the meeting. An invite for people interested in joining the PFA was put in the online News and Views however no one had come forward. The clerk had made contact with the PFWP members and 4 were still interested in being involved. Action Kevin Cox/Clerk to co-ordinate</p> <p>d) To agree PFA terms of reference Heads of terms and constitution will be discussed at an initial meeting with interested parties and councillors.</p> <p>e) To receive quotes for demolishing building/replacement parking area and agree options and next steps. Consider requests for new equipment to be included and agree a way forward. The clerk went through information and initial quotes obtained for demolition and replacement car parking plus initial ideas for gym equipment around the new path and play equipment. The new PFA cannot apply for grants until a lease is in place however ideas and input on equipment needs to be decided by them. Some ideas have already been received and initial quotes for inclusion in a grant application obtained.</p> <p>f) To agree grant application content. The report on the grant application options had been previously circulated. The clerk reported that it was a good time to apply as there were reportedly less applications at the moment for the Augean Community Grant. More grants can be applied for after the first one of 50k and the project would be best done in phases, clearing the area of the building and car park issues, then install new equipment. The report options were discussed and it was decided to do option 3 of the report; demolition, car park and equipment as stipulated. The clerk had also received information about a 10k lottery grant that was worth investigating other councils report this being relatively quick and easy. Action clerk to complete Augean application and look at Lottery</p> <p>g) Update on cricket club (CC) lease</p>

	Cllr Cutforth had received and answered some initial queries from the cricket club on the lease and the chairman of the CC has circulated to his members for comments. The PC have asked that the CC constitution be made more formal if the PC is leasing the land for a long term. It was noted that the response was positive and that this is encouraging given past relationships and it was agreed that this should continue with all parties.		
20/86	ALLOTMENTS		
	86.1	To receive update on allotments; vacancies, tenancies, issues. The clerk gave an update. One plot holder has increased to whole from half plot. £5 rent received. Still a ¾ plot vacant that needs a lot of work. Others may help to clear it and Mrs Bates, Allotment Manager is co-ordinating this and the tenancies/vacancies.	
20/87	PLANNING	APPLICATIONS, VIA PLANNING COMMITTEE	
	87.1	20/00315/FUL Erection of grain store at land on Cliffe Road. Permitted.	
	87.2	20/00250/FUL New front porch, ground floor and first floor extension at 7 Westfields. Permission refused.	
	87.3	20/00471/FUL Replacement two storey rear extension, replacement of garage and outbuilding with s/s extension and connecting link at 21 Church St. Deadline 19/5/2020. See above public time.	
	87.4	20/00478/TCA remove 2 ash trees replace with boundary fencing with standard wooden fencing at 58 High St. Deadline 15/5/2020. No concerns sent.	
20/88	CLERK REPORT –receive and note correspondence not previously circulated and decide any items to bring back to future meeting. The clerk had attended a zoom briefing on the Local Government Organisation and information had been circulated. More information will be sent round as appropriate. Also, since the PC do not donate any money to the Priest House there is no need for a Priest House rep. (Cllr O’Grady) any more.		
20/89	ORDERS FOR PAYMENT		
	Payments were agreed as followed;		
	89.1	J Rice postage	£2.30
	89.2	I Forman lock agreed at the last meeting, paid 28/4/2020	£24
	89.3	ENC emptying litter bins	£65.60
	89.4	Zoom prescription J Rice paid, re-imburse % split pm, April payment	£7.99
	89.5	Ink contract % split J Rice	£10
	89.6	Clock service, The Cumbria Clock Company Ltd	£186
	89.7	Grass cutting, March and April, possibly 2 bills as above 83.1	£560 tbc
	89.8	HMRC employer payment	£67.90
	89.9	New pole bracket/supply at New Town £650 plus vat tba	£780 tba
	89.9	Clerk’s salary plus home office payable 30/4/2020 £745.76 - PAYE due + £27 home office	£704.86
	89.10	Remainder of agreed payment for path once grant for same amount is received from ENC.	£8053.92
	89.10	Income was noted as follows; Allotment rent received Grant received from ENC for deposit for path works ½ Precept received from ENC	Receipts £5 £2876.40 £16417.50
20/90	DATE OF NEXT MEETING It was noted that the date of the next remote meeting is Monday 8th June 2020 at 7pm		

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