

Minutes of the Easton on the Hill Parish Council meeting

Held remotely by Zoom video conferencing on Monday 8th June 2020 at 19.00

Present; Councillors; A Cutforth (Chairman) J Rawlinson (Vice-Chairman), T Nicol, D Sharpe, R Holwell
Clerk J Rice

Others; Members of the public; John Wilson, Simon Woodman, Kevin Cox – see below co-option 96.2

20/91	APOLOGIES FOR ABSENCE	
	The clerk had received and accepted apologies from Cllr Hanson. Also received from Cllr Bates. Cllr O’Grady sent a message at 19.40, not accessed until later, to say she was unable to attend. Councillors were advised that the 6-month non-attendance at meetings rule applies even during pandemic period and remote meetings.	
20/92	DECLARATIONS OF INTEREST	
	Declarations of interest under the Council’s Code of Conduct related to business on the agenda. Cllr Holwell declared a personal interest in one of the applicants for the councillor positions.	
20/93	PUBLIC PARTICIPATION	
	Arrangements were made for the public to join the meeting remotely or join by telephone call if they wish. There were no members of the public wishing to speak.	
20/94	MINUTES OF THE LAST MEETING (previously circulated)	
	The record of the minutes of the meeting held on Monday 11 th May 2020 were confirmed as correct. They will be signed electronically, as the permitted method during the pandemic.	
20/95	MATTERS ARISING from previous meeting It was noted that the pole bracket/supply for New Town is on order.	
20/96	CO-OPTION TO PARISH COUNCILLOR VACANCIES	
	96.1	To receive and acknowledge all applications, herewith, for the 3 councillor vacancies being filled for the vacancies created by recent resignations of I Forman, J Ward and D Greaves. Application statements had been circulated again and councillors acknowledged receipt.
	96.2	To discuss the candidates and, if necessary, vote in turn until majority achieved and candidates appointed. K Cox, S Woodman and J Wilson were excluded from the meeting temporarily whilst a discussion took place and a decision was made (Cllr Holwell did not participate) to co-opt all three to the vacant positions. J Wilson and K Cox signed their declarations of acceptance and took part in the meetings as councillors from then on. Action Clerk to arrange remaining paperwork
20/97	GOVERNANCE MATTERS	
	97.1	To review Standing Orders and agree to adopt, herewith All voted to accept these and they were adopted. Action Clerk to update website
	97.2	To receive new internal control checks feedback. As Cllr O’Grady was not present, the checks information that had been sent could not be reviewed this time. Action Cllr O’Grady for June (and will be Cllr Rawlinson for July.)
	97.3	To review Committees membership and add new councillors or defer to July, prev circ Cllr Wilson voted to be on Village Plan Working Party and Parish Path Warden. Cllr Cox voted to be on Trees and Greens. Cllr Sharpe to be on Complaints Committee. Others will be decided at a later date.
	97.4	To arrange an annual review of assets as per risk assessment, herewith It was agreed that the clerk will circulate a list of checks to be done. Action clerk
	97.5	To review acceptance of revised insurance policy and decide on 1y or 3y agreement, prev circ It was agreed to accept the revised premium/proposal by Came and Co and stick with a 1 year term.
	97.6	To review policies/procedures as follows that are due, herewith; record retention policy, data breach and data protection policy. Others will be done in July. Apart from a minor amendment to a review date, these were all accepted. Clerk to update website
	97.7	To consider councillor training option for new councillors “Off to a flying start” on 24/6/2020 – previously circulated and Code of Conduct training on 15/6/2020, herewith

		It was agreed that Cllrs Cutforth and Wilson will attend the Code of Conduct training and Cllrs Woodman, Holwell, Wilson and Cox will attend the Off to a flying start” course. The clerk will also attend a new PAYE/tax training session on 30/6/2020. Action clerk to book
20/98	PLAYING FIELD OWNERSHIP/DEVELOPMENT/CRICKET CLUB LEASE	
	98.1	Review feedback from cricket club on the lease and next steps to get checked by solicitor – free appointment option again to be considered. It was confirmed that the cricket club are happy with the lease and an appointment with the solicitors will be attended on 1/7/2020 to check it over. It was confirmed that the area covered is the whole of the outfield during the cricket season and all people are allowed access (except on the wicket) unless there are matches on.
	98.2	To receive update on Augean grant application and lottery grants status The clerk confirmed that the Augean grant application had been submitted and a decision is expected in July. A demolition statement is needed for a Prior Notice of Demolition application. This will be investigated further. Action clerk
	98.2	To review feedback and report, plus suggested terms of reference and plan of action, from the ex Playing Fields Working Party about the setting up of a playing field association (PFA) or an alternative committee/working group and decide on the best way forward, herewith. It was confirmed that there is no PFWP at the moment but the setting up of a playing field association (PFA) with a lease from the PC, as agreed at the last meeting, was not wanted by the ex PFWP members. They had not set up a meeting with other village group members and councillors, as agreed at the last meeting, to discuss the setting up of a PFA and suggested heads of terms. The document circulated had been compiled suggesting alternatives instead. They would like to get charity status and apply for more grants if possible however it was explained that this would probably not be possible without a long-term lease. It was further explained that as the parish council owns the land and would still have responsibility it needs to be happy with arrangements. The PFA that existed previously had a constitution and responsibility for the running of the playing fields, like many other village organisations. The options now presented to the council suggested just a group implementing the improvements/recommendations is set up. As this was different from the decision previously made, it was decided that a further meeting to discuss this again needs to take place. It was further agreed that members of the village plan working party should be invited to attend if they wish to establish the wishes of the wider community. Action Cllr Cutforth to set up meeting.
	98.3	To review options to spend the remaining £412 of the Community Facilities Fund grant recently received for perimeter path. Decide on expenditure or deferring to later date. See attached ideas. Councillors discussed the different ideas put forward and a majority voted for 2 picnic benches to be ordered. Action clerk
20/99	REPORTS FROM REPRESENTATIVES	
	99.1	Trees and Greens Working Party, Cllr Bates and Cllr O’Grady
	a)	Update on any work performed at Spring Close and work done by Leics Gardens and agree any additional spending on the pond. It was agreed that work on the pond can still be done by councillors/a small working party and this will be arranged. Leics Gardens to do the path to the main road. Action Cllr Cox to coordinate
	b)	Receive report on all other greens, complaints regarding The Crescent and hedges at Westfields and West St reported. Following complaints received, the clerk confirmed that she had reported concerns with The Crescent parking and overgrown hedges to Longhurst Group.
	c)	To receive report of hazel bush at Millennium Garden needing taking out and decide how to proceed. Cllr Bates had reported the hazel bush needs looking at and Cllr Cutforth agreed to do this.
	d)	To note litter picking grant of £75 available. Clerk to apply for this for the PC’s own equipment
	99.2	Checkers Reports
	a)	To receive new checker form and report for May. Cllr Hanson had submitted a report and reported the grass in the play area is very long as not used. To be reviewed when near open again.
	b)	To decide on any actions necessary. It was agreed that nothing more necessary.
	c)	To note ROSPA inspection still going ahead in June. This was noted.
	99.3	Village Hall update. No update as still not in use due to pandemic restrictions.
	99.4	Vehicle Activation Devices, Cllr Nicol and Cllr Rawlinson;

		Receive update on unit not working and feedback from Cllr Sharpe/grant form from NCC. Cllrs gave an update on the unit (email previously circulated also) and its activating when it shouldn't and an idea of removing it to inspect it and swapping other one to there. The grant evidently would not cover costs needed to replace it. All agreed on this. Action Cllrs Rawlinson and Nicol	
	99.5	Traffic Working Group – Cllr Nicol, Cllr Sharpe and Cllr Rawlinson. It was confirmed that no further meetings had been held and the one outstanding issue will be dealt with later in year.	
	99.6	Village plan working party – to decide future and if part of PF improvement arrangements No recent meetings had been held and it was decided that a meeting should be arranged to review all the recommendations and see what is outstanding, plus to see if can form a playing fields association. Action Cllr Cutforth to arrange, see above 98.2	
20/100	FINANCE		
a)		To receive updated finance report, herewith. This was noted and no concerns raised.	
b)		To discuss and agree expenditure on new bench on Stamford Road as detailed in the budget. This was discussed and it was agreed to look into whether it needs a base and potential costs and report back next meeting to vote on it. Action Cllr Cutforth to check it out and clerk to report next month.	
c)		To receive update on AGAR forms submitted and published on website and public notice of request to audit AGAR forms submitted and notice for audit to be put up for period 15/6 to 24/7. All forms to be put on website.	
20/101	ALLOTMENTS		
	101.1	An update on allotments was given by the clerk via the allotment manager, not present at meeting; 1.25 allotment vacancies remain, £10 allotment rent received for new tenant, weed killer for overgrown vacant plot applied. Some nettles and brambles cleared.	
20/102	PLANNING APPLICATIONS, VIA PLANNING COMMITTEE		
		Clerk raised a potential concern regarding how planning applications are decided by the committee and reported and will look into the procedure and if it needs changing. Action clerk	
	102.1	20/00291/FUL 21 High St replacement of single storey extension. Permitted	
	102.2	20/00257/FUL 34 Western Ave s/s rear extension and conversion of integral garage to workshop. Permitted.	
	102.3	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. PC response sent.	
	102.4	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. Now permitted.	
	102.5	20/00566/TCA remove horse chestnut (T1) to ground level at 26a Church St. Response from PC sent to say hard pruning better as no valid reason to remove given.	
20/103	CLERK REPORT / CORRESPONDENCE / MISC		
	a)	Requests from Marie Curie /Air Ambulance for a donation. No budget for donations this year so not agreed.	
	b)	CiLCA agreement between clerk and council to be agreed and signed, herewith. Chairman to sign and return and course attendance hours to be reclaimed and other hours monitored.	
20/104	ORDERS FOR PAYMENT Payments were agreed as follows;		
	104.1	Insurance premium Came and Co	£893.32
	104.2	New bench tba up to £700	C/F
	104.3	Leics Gardens invoice if received	As per contract
	104.4	Zoom prescription J Rice paid, re-imburse % split pm, May payment	£7.99
	104.5	Ink contract % split per month J Rice	£10
	104.6	Mileage J Rice May	£16.20
	104.7	Vision ICT email account new	£21.60
	104.8	SSE electric April and May	£118.51 plus £122.29
	104.9	SLCC subscription	£161
	104.10	HMRC employer payment credit of £46.23, prior year and May -£34.90	£to be checked July
	104.11	Clerk's salary plus home office payable 30/6/2020 £745.76 + £27 home office	£772.76
	104.12	Remainder of invoice paid to KKD 21/5/2020. VAT included/to be reclaimed	£8053.92
	104.13	Training costs agreed at £44 pp x 4 and £38 x 2 plus clerk PAYE course	£252 plus PAYE
	104.14	To note income received; Allotment rent received and paid in Grant received from ENC	£10 £6711.60
20/105	DATE OF NEXT (REMOTE) MEETING	was noted as being Monday 13 th July 2020 at 7pm.	

