

Minutes of the Easton on the Hill Parish Council meeting

Held remotely by Zoom video conferencing on Monday 13th July 2020 at 19.00

Present; Councillors; A Cutforth (Chairman) J Rawlinson (Vice-Chairman), T Nicol, D Sharpe, R Holwell, S Woodman, J Wilson, E Hanson, A O'Grady
Clerk J Rice

Others; Members of the public; Mr K Dow – see item 20/111.2

20/106	APOLOGIES FOR ABSENCE	
	To receive and note apologies accepted by the Clerk. Cllr Bates sent apologies.	
20/107	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 has been recommended for those Councillors with allotments Cllr Wilson declared an interest in planning item 117.7 although acknowledged it had already been approved.	
20/108	PUBLIC PARTICIPATION	
	Arrangements were made for the public to join the meeting remotely or join by telephone call if they wish using the link on the website. A maximum of 15 minutes was to be permitted for members of the public to address the meeting remotely on any item on the agenda. There were no members of the public wanting to address the meeting.	
20/109	MINUTES OF THE LAST MEETING (previously circulated)	
	The minutes of the last meeting held on Monday 8 th June 2020 were agreed by all as a true record. They will be signed electronically, as the permitted method during the pandemic. Action clerk	
20/110	MATTERS ARISING from previous meeting	
	It was noted that the pole bracket/supply for New Town has been fitted and the application for a grant for free litter pickers was over-subscribed and unsuccessful.	
20/111	CO-OPTION TO PARISH COUNCILLOR VACANCY	
	111.1	To receive and acknowledge all applications, herewith, for the 1 vacancy being co-opted to for the vacancy created by the recent resignation of K Cox. ENC had confirmed that there had been no request for a bye election and therefore the PC could co-opt to the recent vacancy. One application statement had been received and was circulated to all councillors before the meeting and all confirmed its receipt.
	111.2	To discuss the candidates (candidates to go into waiting room) and, if necessary, vote in turn until majority achieved and candidates appointed, as per the co=option policy. Where possible, if applicants are present, sign the declaration of acceptance and take part in meeting. Mr K Dow was removed from the meeting and councillors voted unanimously to co-opt him to the councillor position. He returned and signed the declaration of acceptance and continued in the meeting as a councillor.
20/112	GOVERNANCE MATTERS	
	112.1	To receive ideas for Ward Councillor grant application of between 1-3k & resolve which to apply for. Ideas put forward included a petanque bed, resources for the nature trail and gym equipment. It was recognised that the playing fields is still the priority and so it was unanimously agreed that an application for 2 pieces of gym equipment will be sent in. Action clerk
	112.2	To receive new internal control checks feedback for June and July The clerk reported she had provided invoices etc and received the forms back from both councillors. More information was needed for Cllr O Grady and this will be provided where possible. Action clerk
	112.3	To review committees and working parties membership, herewith The current list was reviewed due to recent changes in councillors. It was resolved that Cllr Dow will join the village plan working party with Cllr Wilson and Cutforth and also the finance committee, Cllr Sharpe will replace Cllr Hanson on the planning committee and Cllrs Cutforth, Holwell and Nicol will join the trees and greens working party. Action clerk to update list/website

112.4		<p>To receive consultation document for proposed new national model councillor code of conduct and agree any feedback (herewith) The clerk confirmed the deadline for feedback is 17/8/2020 and asked councillors to feedback any comments individually or via the clerk. Action Cllrs</p>
112.5		<p>To agree assets check form and resolve who to carry out The clerk had circulated a list of the risk assessments and annual checks required with Cllrs names alongside to check the asset and report back in September. This was noted and agreed. The war memorial needs repairs doing before November remembrance day and so a report will be prepared and presented at the September/October meeting. Action Cllr Sharpe</p>
112.6		<p>To review and agree 5 policies/procedures as follows that are due, herewith; Complaints procedure, Grant awarding policy, Model FOI publication policy, Member Officer Protocol and Unreasonable complainant policy. Cllrs received and noted these policies. There were hardly any changes and next review date changed to 2 years/as required. They were agreed with the minor typos corrected as pointed out. Action clerk</p>
112.7		<p>To receive letter of thanks from House Of Commons, Tom Purslove MP for the Help on the Hill volunteer scheme and formally thank Tim Nicol and also Councillor Bates and other Councillors, past and present for their help with the playing field benches and other services. The letter from the MP was received, read out and noted. It was agreed to put it on the website and notice board. Gratitude and recognition were also given to all those councillors who recently helped clear the pond/Spring Close and renovated benches and trimmed hedges at the playing fields and former councillors for all their help and contributions. It was recognised that the village was currently looking good as a result of everyone's efforts.</p>
20/113	PLAYING FIELD OWNERSHIP/DEVELOPMENT/CRICKET CLUB	
113.1		<p>Review feedback from recent meeting with the solicitor about the playing fields ownership title application, the cricket club lease and impact on Playing Field Association lease. The clerk had circulated a summary of the meeting with the solicitor about the leases. In summary, no lease could be agreed until the PC ownership of the land is registered at the land registry and this is heavily delayed due to staff shortages at the land registry. The use of the land by third parties out of the cricket season would also need to be carefully worded and clear. If a PFA lease is also required then the leases would need to be for separate pieces of land as each lease could not cover the same piece of land. This could be complicated and costly and good working relationships need to be maintained. There is a no one willing from the old playing field working party to take on and run a PFA and so this will be put to one side for now due to this and the lease/ownership delays.</p>
113.2		<p>Receive information on cost of cricket club lease to be checked and agreed by the solicitor and resolve to put forward. It was reported that the cost to check a lease by the solicitor would be around £800-900, although this could possibly be negotiated down or shared with the cricket club, to be agreed. In view of the land ownership query it was decided that the lease will be put on hold until ownership is (hopefully) received.</p>
113.3		<p>To receive information on cricket club fencing request, previously circulated, and agree response. Councillors had received the details of a request by the cricket club to put a 4' fence up along the hedge Drift side to stop balls getting lost/losing time in matches retrieving them. Councillors agreed this would be a good step to be done in September and asked that the cricket club ensure the fence and weeds are maintained and that the hedge can still be cut back. Other maintenance issues can also be discussed and agreed. Action clerk</p>
113.4		<p>To receive update on Augean grant application if available The clerk reported that the grant response has still not been received but is expected by end of July. If it is awarded and granted during August there may be a need for a separate meeting to discuss a way forward.</p>
113.5		<p>To receive feedback from recent village plan working party (VPWP) meeting and agree actions and revised terms of reference, also taking into account of 113.1 The feedback from the recent VPWP meeting was received and noted. It was agreed that due to reasons described above, a proposal that the VPWP join with the old PFWP and continue with the recommendations was made. This arrangement ensures a wider community is included in the enacting of the recommendations and taking the improvements further and that this arrangement should continue until such time as the ownership of the land is registered and a lease could be issued</p>

		to a PFA if still required/workable. The revised terms of reference for the VPWP were agreed once the reference to a neighbourhood plan was consequently removed from the planning committee terms of reference. Cllr Wilson agreed to prepare a document on the process for a neighbourhood plan to circulate and discuss at a future meeting. Action Cllr Wilson and clerk to do report/minutes/terms of reference
	113.6	To receive update on Community Facilities Fund grant expenditure. The clerk reported that all of the money had been used up with the path, 2 picnic benches and 3 anchor kits with an overspend of 0.50p. VAT to be claimed back separately soon.
	113.7	To receive confirmation of use of playing field for organised groups exercise purposes This item was missed at the meeting and will be carried forward for feedback. (It has been communicated previously and classes started)
20/114	REPORTS FROM REPRESENTATIVES	
	114.1	Trees and Greens Working Party; Cllr Bates <ul style="list-style-type: none"> a) To receive update on the work performed at Spring Close and work done by Leics Gardens and agree any further work/expenditure. It was recognised that a lot of work has kindly been done at Spring Close and the pond by a working party. Leics Gardens have strimmed the path to the main road. b) To receive report on all other greens, complaints regarding The Crescent and hedges at The Close, Westfields and West St update following report to Longhurst Group These issues were reported by Cllr Bates and a report sent to Longhurst who have written to residents concerned. This will need to be chased up as nothing has changed and it is nearly impossible to walk round safely. The Close play area track needs attention and this will be looked into. Action clerk c) To receive further report of hazel bush at Millennium Garden, alder tree and broken barrier and decide how to proceed The barrier has been fixed and one bench needs fixing and Cllr Cutforth will look at this. The hazel tree has been pruned and the alder tree needs reviewing in autumn. Action Cllr Cutforth d) To receive notice of overhanging branches on wall at 6 Stamford Road and action. The resident has been advised that they can trim the branches that overhang their property.
	114.2	Checkers Reports <ul style="list-style-type: none"> a) To receive checker report for June Cllr O'Grady performed checks and reported similar occurring issues such as the rabbits at the fields causing holes and other minor issues to be chased up with the cricket club. Action clerk b) To decide on any actions necessary. A new lock is needed for the gate and this will be looked into. c) to note ROSPA inspection feedback, previously circulated and decide on action The report was summarised and circulated by the clerk. Cllr Woodman has already done some items and there are no high risk issues. The track to the Close play area needs attention, see above. Other items will be addressed in due course. d) to review play areas situation and resolve any issues regarding re-opening w/e/f/ 4th July The clerk reported that the insurance company had recommended weekly inspections are necessary in high use times, ie good weather and school holidays. It was resolved that the clerk will liaise with the insurance company to get specific advice on frequency required and re-do the forms as appropriate. It was also resolved that new, permanent signs would be purchased up to a maximum of £50 and that the clerk could purchase adequate signage. Action clerk
	114.3	Village Hall update since lockdown easing allows for some meetings Cllr Cutforth reported that the VH could open for upto 20 people with thorough cleaning in between and that work was continuing on this to see if it is workable.
	114.4	Vehicle Activation Devices, Cllr Nicol and Cllr Rawlinson; Receive update on unit not working. Cllr Rawlinson reported that thankfully both units are working now after successful fixing of the faulty unit. It was recognised that it could have been vandalism however it is fixed without any costs.
	114.5	Traffic Working Group – Cllr Nicol, Cllr Sharpe and Cllr Rawlinson. Update if anything. No further issues to address and no meetings held so no feedback.
	114.6	Village plan working party – see 113.5

20/115	FINANCE a) To receive updated finance report, herewith The councillors received and noted the finance report to the quarter ending June 2020. All is within budget and no issues were raised. b) To further discuss options for a replacement bench on Stamford Road/elsewhere and agree expenditure as detailed in the budget This was discussed and it was resolved to purchase a new bench. A recycled plastic one should be purchased that is low maintenance and long lasting. The clerk was given authority to research and purchase a cost effective bench as above within the budget allowed. Action clerk		
20/116	ALLOTMENTS		
	116.1	To receive update on allotments; Cllr Bates had submitted a verbal report that the allotments are all fine and occupied. It was recognised that they are all looking in good condition at the moment.	
20/117	PLANNING APPLICATIONS, FEEDBACK FROM PLANNING COMMITTEE AND RESPONSES AS FOLLOWS;		
	117.1	To receive feedback from NCALC on Planning Committee responses to ENC Planning and public awareness It was resolved that, due to time, this item will be deferred to the next meeting.	
	117.2	20/00673/FUL demolition of modern PVC conservatory to the rear elevation and its replacement with a s/s glazed extension at 40 Church St. Deadline 16/7/2020	
	117.3	20/00687/FUL Alterations to and conversion of existing stone barn into a residential annexe; Re-roofing of a "folly" at 26 High St. Deadline 16/7/2020	
	117.4	20/00697/FUL 2 storey side and s/s rear extension at 54 Stamford Road. Deadline 23/7/2020	
	117.5	20/00732/FUL s/s rear extension, dormer extension to side elevation at 5 West St. Deadline 30/7/2020	
	117.6	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. Revised plans received and no comments/objections. Recognition that improves the situation for the neighbour sent. Deadline 10/7/2020	
	117.7	20/00478/TCA remove 2 ash trees replace with boundary fencing with standard wooden fencing at 58 High St. Deadline 15/5/2020. Permission given.	
	117.8	20/00566/TCA remove horse chestnut (T1) to ground level at 26a Church St. Response from PC sent and revised due to additional information on the reasons given. Permission granted.	
	117.9	20/00362/FUL recess the entrance into the arch and infill the above level with glass. Ground floor extension to existing dwelling. Permitted	
	117.10	20/00250/FUL New front porch, gd floor and first floor rear extension at 7 Westfields. Appeal lodged.	
20/118	CLERK REPORT / CORRESPONDENCE / MISC a) Receive information about Parish Councillors Network events 16/7/2020, 23/7/2020. This will be circulated again. Action clerk b) Receive information about Great British Spring Clean event postponed and changed to individuals/groups of 6 to be held 11th-27th September. It was resolved that another Spring Close/village tidy up will be arranged in the autumn rather than just litter picking that is not such a requirement. c) PAYE/employment course feedback. National pay rise not agreed yet however incremental rise was due 1/4/2020. It was noted that the incremental rise and cost of living increase once agreed will be implemented together and back dated to April.		
20/119	ORDERS FOR PAYMENT		
	Payments were all agreed as follows;		
	119.1	Invoice for 2 picnic benches ref CFF grant (Vat to be reclaimed)	£495
	119.2	ICO Data Protection annual fee	£40
	119.3	Eon new pole bracket and lantern at New Town	£780
	119.4	Zoom prescription J Rice paid, re-imburse % split pm, June payment	£7.99
	119.5	Ink contract % split per month J Rice June	£10
	119.6	Mileage J Rice June Nil plus postage £1.64	£1.64
	119.7	NCALC training fees for Off to a Flying Start x 2 and Code of Conduct x 2	£164
	119.8	NCALC CiLCA course fee % share £280 (EOTH pay £495 and others re-imburse £215)	£495
	119.9	SSE electric 2 nd June and 2 nd July invoices and agree to pay any in between meetings	£122.29 (paid last month) £118.51 due

	119.10	ROSPA annual inspection fee	£164.40
	119.11	HMRC employer payment adjustment	£nil
	119.12	Eon maintenance charges	£79.70
	119.13	Leics Gardens invoices paid 29/6 for cuts in May/June and July	£840 and £280
	119.14	Clerk's salary plus home office payable 31/7/2020 and 31/8/2020 £745.76 - PAYE due + £27 home office plus HMRC adjustment tbc	£772.76
	Plus as agreed	Cost of more permanent signs for the 2 play areas up to £50 Replacement bench for Stamford road	£50 max £750 max
	119.15	To note income received; Grant received from ENC	Receipts £412
20/120	DATE OF NEXT MEETING It was noted that the date of the next (possibly still remote) meeting is Monday 14th September 2020 at 7pm		