

# Minutes of the Easton on the Hill Parish Council meeting

held on 14<sup>th</sup> July 2025 at 7pm in the Village Hall, New Road, Easton on the Hill.

Present: Cllr K Cox, Cllr A Davey, Cllr J Garner, Cllr J Lyons, Cllr D Mitchell, Cllr J Stephenson, Cllr S Woodman.

Clerk: Mrs J Rice and 4 members of the public, plus the Ward Councillor, Simon Fairhall.

A further 2 members of the public arrived during the main agenda.

25/34	<b>APOLOGIES FOR ABSENCE. To receive apologies sent to the Clerk. Reasons for non attendance to be noted as accepted or not accepted.</b> Apologies had been received from Cllr Kaye and Cllr Holwell (via Cllr Woodman). Cllr McAllister and Cllr Kendall did not attend. The Clerk stated that a new attendance policy is needed, and she is clarifying conflicting advice on attendance and giving/accepting apologies. <b>Action Clerk</b>	
25/35	<b>DECLARATIONS OF INTEREST</b> To receive all declarations of interest under the Council's Code of Conduct related to business on the agenda. Reminder to members to complete and update their register if necessary. (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). Cllr Cox stated there had been confusion over his interests, previously stated as his Grounds Maintenance contract for work and Grass Cutting contract for work. He said it is not common sense, however another Councillor said it is not just about common sense, but about the law and the Parish Council being open and transparent. Cllr Cox said he was not informed about the possibility of obtaining dispensation, however it was noted that he was aware of it now and the guidelines are in the Council's Code of Conduct and Standing Orders and the Chairman stated the process. Cllr Cox then declared an interest in item 40.3 and 25.44 and he confirmed that he did not have an interest in 40.5, as he should be able to discuss his work himself at the meeting. The Clerk re-iterated that it is a criminal offence for Councillors not to declare an interest and to continue to participate in the meeting agenda items and any decisions.	
25/36	<b>PUBLIC PARTICIPATION</b> <b>Arrangements will be made for the public to join the meeting. A max of 15 minutes will be permitted for members of the public to address the meeting on any item on the agenda. In addition;</b> <ul style="list-style-type: none"> <li>Chairman to remind Councillors of one of the Seven Nolan Principles of Public Life.</li> <li>Chairman to remind members and the public of the meeting rules/Standing Orders regarding speaking, proposing and seconding/voting, sticking to the agenda items etc for better meeting outcomes.</li> </ul> One member of the public thanked the council for the working party members who helped to tidy up Martin Bates's allotment plot following the death of (ex Cllr) and wife, Patsy Bates. They further wished to state their objection to 2 pitches for football (one adult and a smaller junior one) proposed by the Football Club hiring the facilities. Cllr Simon Fairhall was welcomed and he said he would help with anything he could. The members/resident of Collyweston Parish Council present said they were just there to observe how a meeting takes place. Another member of the public wanted to address an issue with an allotment holder and Kevin Cox, Allotment Manager started to say what he had done about it but the Clerk stated this was a process and detail/action for outside of the meeting. <b>Action Clerk/Allotment Manager</b>	
25/37	<b>MINUTES OF THE LAST MEETING</b> <b>To confirm as correct the record of the minutes of the last meeting held on 9<sup>th</sup> June 2025, previously circulated. Chairman to sign.</b> The minutes were amended to say CCTV policy should not include Councillors (and not Councillors/contractors, as raised by Cllr Cox). This was changed and the minutes were then signed by the Chairman as a true record.	
25/38	<b>MATTERS ARISING from previous meeting. Website updated (more photos needed)</b> There were no new matters arising. Cllr Cox asked if the website had been updated with Cllrs' committees etc and the Clerk said yes. Cllr Cox said the font was not equal.	
25/39	<b>GOVERNANCE, TRAINING AND FINANCE</b>	
	39.1	<b>To receive and note finance report and internal checks until end of June 2025 and resolve any queries, herewith, to assist in decision making.</b> The Cllrs received and noted the report. The Clerk stated the basic budget is 27% spent at 25% through the year so no concerns there. Early payments in full at the start of the year affects the overall position. She further stated there has been no project spend to date and that the bank balance of 45.6k includes

Signed by Chairman \_\_\_\_\_ Date \_\_\_\_\_

		2.3k earmarked, 3.5k for unidentified projects and 4k build up of reserves. There were queries from Cllr Cox that were/are to be clarified. <b>Action Clerk</b>
	<b>39.2</b>	<b>To review group training session held on 7/7/25 and other training courses attended and agree any actions as a result, including authority to attend/pay for training in between meetings.</b> It was agreed that the basic Councillor and planning training were useful and other Councillors will book on when they can - dates have been sent to them. It was agreed that the Clerk has delegated authority with the Chairman to book training in between meetings to a max of £40, within budget. <b>Action All</b>
	<b>39.3</b>	<b>To review committees, roles etc and fill any gaps, herewith. To confirm Cllr Kaye as PLR.</b> It was agreed that Cllr Kaye will be the new PLR and that all committee spaces are now filled.
	<b>39.4</b>	<b>To review costs for ideas for spending of PO monies/resident collection and resolve.</b> The ideas for a notice showing the football fixtures and new community goal nets had been circulated and details agreed by all. Cllrs will send links to order the items to come from the Post Office monies in the council budget/bank. <b>Action Cllr Garner and Cllr Cox</b>
	<b>39.5</b>	<b>To review CCTV policy to allow Cllr access – not advised by Clerk/law – GDPR Gov. Surveillance Code and agree any policy changes. See attached summary.</b> <b>Also, to agree a review of the positioning of the camera to avoid wind/branch recordings and improve clarity.</b> The current policy was discussed and it was agreed by a vote that general access to Councillors was not necessary and that this would not be changed. It was agreed that an amendment should be made to allow for (Clerk) emergency and holiday access and further agreed that a review of the camera position/footage can be carried out. <b>Action Clerk</b>
	<b>39.6</b>	<b>To note asset checks and forms due for completion for Cllrs over the summer.</b> A list of the checks needed was circulated and Councillors signed up.
	<b>39.7</b>	<b>To review how information/emails are sent out and confirm any changes required.</b> It was agreed that some information/emails are still best forwarded as it is received by the Clerk. The Allotment Manager requested an email account for this separate volunteer role, rather than using his business/personal email account. This was agreed. <b>Action Clerk</b>
	<b>39.8</b>	<b>To note laptop system update out of date/incompatible from October and new laptop required, specific costs to be acquired. Refurb one possible. Agree cost up to a max. of £550.</b> It was resolved to spend up to £550 on a new laptop. <b>Action Clerk</b>
	<b>39.9</b>	<b>To note SSL certificate required and Vision ICT offer of £50 and resolve to do.</b> It was resolved to ask Vision ICT to do this to ensure full access. <b>Action Clerk</b>
	<b>39.10</b>	<b>To receive and note details of a personal data breach and action taken. To note for future reference and training requirements and agree any further action.</b> The council was advised of an issue coming to light of tenants' email addresses being shared inadvertently externally and appropriate action having been taken to address and prevent it happening again. The Clerk reminded Councillors of the need to be wary when sending/forwarding emails/details especially outside of the council. <b>Action All</b>
<b>25/40</b>	<b>PLAYING FIELD AND PLAYING FIELD WORKING GROUP (PFWG)</b>	
	<b>40.1</b>	<b>To note Playing Field Working Group to be reviewed and future management of the playing field/pavilion options to be resolved, see attached, with features/pros and cons, herewith. C/F.</b> <b>Also, training video available on basic differences, herewith.</b> There was a proposal made to retain the management of the playing field within the main council meetings. This was agreed.
	<b>40.2</b>	<b>To resolve payment of £100 to cricket club as per agreement for work done, and discuss additional expenditure for extra keys and fencing, information circulated. C/F.</b> The Clerk has requested an amended invoice however it has not been received as yet.
	<b>40.3</b>	<b>To note expenditure incurred on old mower to replace battery (£89) and refurb at cost of £346 and resolve to pay or not, noting grass cutting contractor terms that approval is required before purchase of parts.</b> Cllr Cox left the room for this discussion. He said he had shared more information with the trees and greens group directly. Cllr Woodman said the contract states The Handiman is to service mowers for grass cutting, and they are both needed. It was agreed to pay both costs although they must be agreed beforehand in future or will not be paid. <b>Action Clerk</b>
	<b>40.4</b>	<b>To receive and note report from Wittering/Ketton FC re suggested changes to the hire agreement and resolve response/agreement, herewith, plus emailed information. C/F.</b>

Signed by Chairman \_\_\_\_\_ Date \_\_\_\_\_

The report and proposal was received and noted. There were discussions around keeping some use of the field for residents and this was agreed in principle. It was thought that the club were trying to be amenable and that a change of name (to combine with Ketton), does not mean that no agreement is in place. Each point of the proposal was discussed and voted upon and subsequently agreed separately on numbers of matches (45 and any more agreed separately), a junior and ladies team/pitch to be accommodated, traffic to be monitored, bad language to be tackled, free grass cutting after contractor ends, one match on Saturdays and spaced matches on Sundays, £3250 full payment upfront, plus conditions of agreement to be adhered to.

**It was agreed to suspend the Standing Order on length of meeting by 15 minutes and conclude this item and other items needed tonight.**

It was further agreed for two independent Cllrs to meet with the club reps to agree the details.

**Action Cllr Davey and Cllr Garner and Clerk to communicate**

**40.5 Contractor/Health and safety - to note feedback and update on GMC work/PLI, monthly play equipment and pavilion checks (including Rospa) and update on list of jobs. To discuss and resolve a H/S contact.** The Clerk update was received and noted, plus that the points from the Rospa report are not urgent however an issue with the age of The Close swings will need to be addressed. **Action Clerk**

**40.6 To discuss tin can fund raising appeal for playing field, who to monitor/control. (Report from Cllr Cox) C/F.** This item was not covered.

**40.7 To receive and note update on BandM waste contract suspended/outstanding £s and resolve action.** This item was not covered.

**40.8 To note request from cricket club to meet to discuss grant applications, plus the need for a new mower at a cost of 6-8k, for grass cutting. To note agreement terms re replacing equipment. Resolve action.** This item was not covered.

**25/41 PLANNING COMMITTEE (Cllr Kaye, Cllr McAllister, Cllr Mitchell, Cllr Stephenson, Cllr Woodman)**

**41.1 To note latest feedback from the Planning Committee meeting/applications.** <https://publicaccess.east-northamptonshire.gov.uk/online-applications/>  
This item was not covered.  
1. See attached minutes from the last meeting and updates/responses needed since ;  
2. NE/25/00585/TCA Tree work in a conservation area, Yew, reduce by 2m at 15 Church St. Response sent.  
3. NE/25/00551/TPO Horse Chestnut remove lower limbs, crown lift at Paddock, Park Walk. Response sent.

**25/42 REPORTS FROM REPRESENTATIVES** This item was not covered.

**42.1 Checkers reports/village maintenance**  
a) **To receive checker reports from Councillor Woodman/Kendall for June and address any issues raised. Note Cllr Kendall in July and Cllr Davey in August.**  
b) **To note report made to insurance and police of damaged village sign and resolve any required action.**  
c) **To note abandoned car report made to police/road traffic incident dept.**  
d) **To note report of flytipping at back of the Crescent and resolve any further action.**  
e) **To note any new reports of village maintenance and resolve any action/expenditure.**  
f) **To discuss a Cllr to monitor potholes – see information. (C/F Cllr Cox)**  
g) **To receive and note any update from Parish Path warden.**

**42.2 Village Hall**  
1) **To note any update from Cllr Lyons, new Trustee rep.** This item was not covered.

**42.3 Police Liaison Representative**  
1) **To note update from police meeting attended and matters/meeting, including invite from PCSO to PLR/Parish re any concerns and decide response.** This item was not covered.

**42.4 Traffic Working Group (Cllr Woodman)**  
1) **To receive update from working group/Cllr Woodman on device data.** This item was not covered.  
2) **To note concerns raised by resident at meeting and correspondence and meeting re speed limit change and decide attendance.** This item was not covered.

Signed by Chairman \_\_\_\_\_ Date \_\_\_\_\_

		3) To consider Road Safety grant for other measures eg dragons teeth and resolve action. This item was not covered. 4) To consider and resolve concerns raised by resident re Close speeding and signs for play area. (NNC say PC directional sign only) This item was not covered.	
25/43	ALLOTMENTS		
	43.1	To receive and note update report (herewith) from Clerk, including clarity/agreement of padlock use for all tenants and forfeiting of plot/wait list. This item was not covered.	
25/44	<b>TREES AND GREENS WORKING GROUP (INCL NATURE RECOVERY) (Cllr Cox, Cllr Holwell, Cllr Mitchell, Cllr Woodman</b> Cllr Cox left the room for all of these items. a) To receive and note update on nature recovery plans, updated by Jeff Davies, herewith, and resolve any actions, incl spare Barn Owl box for a farmer maybe? Cllr Woodman will enquire about the owlbox. <b>Action Cllr Woodman</b> b) To note any update on grass cutting and resolve any outstanding issues. The Clerk said the issues raised in the ROSPA report will be addressed and the Spring Close paths have improved. It was agreed to address the overhanging branches from the PC tree and the Clerk reminded all that a risk assessment is needed for safety and insurance purposes <i>before this, and any activity</i> , takes place. <b>Action TAG</b> c) To note update on fencing project and resolve any outstanding issues. Cllr Woodman reported that the fence project was half complete and the rest is in hand. d) To receive any other feedback and update from Trees and Greens Group, including Spring Clean up and future grant opportunity, help from Hannah, NNC. The group reported that the Spring Clean went well. The grant application process was clarified and Cllr Garner will forward any future details. <b>Action Cllr Garner</b> e) To agree summer tree survey at cost of £300, quote received. This item was not covered.		
25/45	<b>COMMUNITY SUPPORT/ENGAGEMENT/ISSUES/VILLAGE GROUPS</b> - To suggest and agree any specific items for August's What's on the Hill This item was not covered.		
25/46	<b>CLERK CORRESPONDENCE /INFORMATION TO NOTE:</b> This item was not covered. - To note communication re track behind houses on the Crescent and PC position clarified. C/F - To note request from NNC bus services re no parking at bus stop.C/F - To discuss layby Westfields/The Crescent. Cllr Cox. C/F - To note letter from resident/child regarding new playing field equipment and resolve further response. - To note scam emails warning, especially gov.uk emails and QR code scams. - To note survey on NNC services until 27/7/25		
25/47	<b>ORDERS FOR PAYMENT To agree payments to be made as follows;</b> Payments were authorised as follows:		
	47.1	Clerk reimburse for HP ink plan shared with other PC £9.57	£9.57
	47.2	Clerk reimburse for Microsoft package May home office allowance, plus mileage	£8.49, £26, £2.70
	47.3	HMRC employer NI payment and employee tax/NI payment for July	£ 125.55
	47.4	Yu Energy Briers street lighting bill as per contract, paid by direct debit, June	£tbc new meter installed
	47.5	Yu Energy electricity for street lighting, paid by DD, June	£320.63
	47.6	Yu energy bill pavilion June	£24.63
	47.7	Village hall hire	N/A for June
	47.8	Clerk salary/hours payable 31/7/25 and 31/8/25, £1030.02 less tax and NI due – above	£996.42
	47.9	Multipay card monthly fee and Unity bank charges, monthly	£3/£6
	47.10	Handiman Grounds Maintenance Contractor invoice for June, labour and materials K Cox Plus extra mower refurb costs Current mower new battery	£315.96 £346 £82.79
	47.11	Handiman Grass cutting contract K Cox	£360
	47.12	Addida Cricket Club reimburse for works	£100-C/F
	47.13	ICO subs (increased) by direct debit July	£47
	47.14	Vision ICT for last Cllr email	£14
	47.15	Rospa play safety inspection	£259.20
	47.16	NCALC for training Planning Cllr Stephenson and group training session	£42 and £547.20
	47.17	Vision ICT SSL certificate TBA	£50
25/48	RECEIPTS	Hire charges for Cricket Club for June plus keys	£356.50 received 17/6/25

Signed by Chairman \_\_\_\_\_ Date \_\_\_\_\_

25/49	<b>DATE OF NEXT MEETINGS</b> It was agreed that the Chairman will call an Extraordinary Meeting (date tbc) to catch up on missed items, to be held in the summer break. It was noted also that the date of the next full ordinary council meeting is on Monday 8 <sup>th</sup> September 2025 at 7pm in the village hall and the next Planning Committee meeting is to be agreed, dependent on new applications.
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The meeting concluded at 21:45.

Signed by Chairman\_\_\_\_\_Date\_\_\_\_\_