# Minutes of the meeting of Easton on the Hill Parish Council

## held on 13th October 2025 at 7pm in the Village Hall, New Road, Easton on the Hill.

Present Cllr A Davey, Cllr J Garner, R Holwell, Cllr C Kaye, Cllr G Kendall, Cllr J Lyons, Cllr D Mitchell , Cllr J Stephenson and Cllr S Woodman. Cllr H Tungate joined the meeting after item 82.

Clerk: Mrs J Rice and 4 members of the public

| | | |
|---|---|---|
| 25/81 | **APOLOGIES FOR ABSENCE. To receive apologies sent to the Clerk.**<br>Apologies were received from Cllr K Cox and Ward Cllr S Fairhall. | |
| 25/82 | **CO-OPTION To receive applications for co-option to Parish Councillor vacancy and vote on appointment. Successful person to join the meeting.** There was one application, circulated, and Councillors voted unanimously to co-opt Harriet Tungate to the Parish Councillor vacancy and she joined the meeting. | |
| 25/83 | **DECLARATIONS OF INTEREST** | |
| | **To receive all declarations of interest under the Council's Code of Conduct related to business on the agenda.**<br>**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).**<br>There were no declarations of interests made and a reminder given to complete new pecuniary interest registers. | |
| 25/84 | **PUBLIC PARTICIPATION** | |
| | **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;**<br>• **Chairman to remind Councillors of one of the Seven Nolan Principles of Public Life.**<br>• **Chairman to remind members and the public of one of the meeting rules/Standing Orders**<br>Two members of the public stated their support for family member and contractor K Cox for the payment of an invoice for which there was a query over the work being officially ordered. The Chairman reminded those present about the principle of being open and transparent in all that they do. | |
| 25/85 | **MINUTES OF THE LAST MEETING** | |
| | **To confirm as correct the record of the minutes of the last meeting held on 8th September 2025, previously circulated. Chairman to sign.** The minutes of the last meeting were agreed as a true record and duly signed by the Chairman. | |
| 25/86 | **MATTERS ARISING from previous meeting. Grit bin and poo bin lid ordered/in place. Legionnaires kit test ordered/received. TVL DD cancelled 10/9/25. Weekly checks of equipment introduced. New village sign being installed. PO paid. New residents information updated/circulated.** These were all noted. | |
| 25/87 | **GOVERNANCE, TRAINING AND FINANCE** | |
| | **87.1** | **To receive and note finance report and internal checks until end of September 2025 and resolve any queries, herewith, to assist in decision making.**<br>The finance report was received and noted. The Clerk explained the running costs budget is 57% spent at 50% through the year and there are no concerns over any budget headings. She stated the project expenditure is as yet unspent as new council bedding in and no specific projects earmarked. Also that the bank balance is 39k, expenditure still is 21k and with earmarked reserves for election 2k, and other 6k, leaves general reserves of 21k if budget adhered to. The internal checks are in progress. Action Cllr Garner |
| | **87.2** | **To receive feedback from any training attended and agree any new training requests.** Cllr Stephenson fed back from the planning training and it was agreed to book Cllr Woodman on the finance training. It was noted that Cllr Kaye is attending planning training. Action Clerk |
| | **87.3** | **To review committees, roles etc and fill any gaps including planning committee, herewith.**<br>It was voted to appoint Cllr Tungate to the Planning Committee and Cllr Holwell will monitor the grit bins for salt content. |
| | **87.4** | **To note remaining asset checks feedback/forms from Cllr Davey, Cllr Mitchell and Cllr Lyons.**<br>The remaining asset checks and forms will be completed for the next meeting. Action Cllr Davey, Cllr Mitchell, Cllr Stephenson and Cllr Lyons. |

Signed by Chairman__________________________________________Date____________________

| | | |
|---|---|---|
| | 87.5 | **To consider resident survey content/timescale and agree working group to review and print. £79 per 1000. Old one circulated.** It was agreed to form a task and finish group to devise the survey questions from the previous one and online survey mechanism and printing costs of £80 was agreed. Action Cllr Davey, Cllr Stephenson and Cllr Tungate. |
| | 87.6 | **To receive any budget requests for the upcoming financial year and budget/precept.** It was noted that Trees and Greens are to submit a proposal and costs, GMC costs have been requested and that an initial budget meeting will be held before the next meeting. There were no other requests, however the project budget could arise from the resident survey. Action TAG, Clerk |
| | 87.7 | **To agree purchase of wreath and attendance on Remembrance Day and note flag up 9/11/25.** The purchase was agreed for £30 and attendance/flag noted. Action Cllr Davey, Cllr Woodman, Clerk |
| **25/88** | **PLAYING FIELD, PAVILION, PLAY AREA, WOODLAND AREA, SPORTS CLUB HIRE AGREEMENTS** | |
| | 88.1 | **To note update on grant application from ACC and decide re new mower, condition report requested.** The list of requirements for pitch improvements from the cricket club was noted and support for this was given plus a request for more details on the amount etc. Action Clerk |
| | 88.2 | **To consider the hire agreement eg break clause wording for ACC, Cllr Kendall to advise.** Cllr Kendall stated that a break clause effectively makes the agreement non-binding however a business tenancy can possibly be done seasonally - but there is a reluctance to do this as it can be rolled over and cannot therefore be ended. It was decided to wait for more information from the cricket club as to what is required by the grant providers and what the CC needs. Action Clerk |
| | 88.3 | **To decide re notice board at playing field (from prev grant) to incorporate Woodland Area information – Jeff to help.** It was decided to enlist the help of Jeff Davies and install an information board to the Woodland Area with previous grant money of approx. £320 sitting in reserves. Action Clerk |
| | 88.4 | **To consider and resolve new swings quotes and grant application/contribution from PC.** It was agreed to apply for a grant and pay the contribution needed by Augean of approx. £950 if the grant is successful and more quotes that are requested are received. Action Clerk, Cllr Woodman |
| | 88.5 | **Contractor/Health and safety - to note feedback and update on GMC work; new weekly checks of play equipment and pavilion checks (including Rospa) and update on list of jobs. To discuss and resolve any new action/expenditure and agree or not payment for painting of swings, to follow.** **To note H and S contractor contacted. To discuss the Cllrs doing weekly checks instead.** The report and updates were received and noted. It was agreed to paint the tunnel ends instead and to monitor the gasket on the skier which has reportedly now been painted. It was further agreed for the contractor to continue with the weekly visual checks of all equipment and the pavilion for consistency and expertise; however, Cllrs will do ad hoc checks too. The painting of the Close swings was discussed, and it was resolved that whether due to miscommunication or mistake, it was right to still pay for the work done. It was further agreed to minute the meetings and updated list of jobs with the contractor and ensure works are more accurately specified and agreed. Action Clerk/(GMC) |
| | 88.6 | **To resolve or not introduction of tin can fund raising appeal for playing field, details circulated.** It was resolved that the work involved is not worth the financial reward and it will be revisited if the Government introduce an improved scheme. |
| | 88.7 | **To note deep clean of pavilion organised, as agreed and resolve weekly or monthly clean of 2h.** It was noted re the deep clean and it was resolved that more cleans will only be carried out by the PC at the change of sports seasons, as the clubs are responsible for keeping it clean and tidy. |
| | 88.8 | **To consider new changing room benches and storage and resolve, also obtaining refit of pavilion toilets quotes and possible grant application next year.** It was agreed to look further into this and to get a spec for quotes and a decision. Action Cllr Garner. |
| | 88.9 | **To consider sign to the Close play area in alternative location to promote use and awareness.** It was agreed that a sign is needed to raise awareness of the small play area and two new fingerposts will be ordered. Action Clerk |
| | 88.10 | **To resolve purchase of granite chippings for car park £440 plus vat. Cllr Cox.** Cllr Cox was not present so it was agreed to request more information on types, necessity and get other quotes. Action Cllr Cox/Clerk |

Signed by Chairman______________________________________________Date_____________________

| | | |
|---|---|---|
| 25/89 | **PLANNING COMMITTEE (Cllr Kaye, Cllr Mitchell, Cllr Stephenson, Cllr Tungate, Cllr Woodman)** | |
| | **89.1** | **To note latest feedback from the Planning Committee meeting/applications. https://publicaccess.east-northamptonshire.gov.uk/online-applications/**<br>1. **See attached minutes from the last meeting and updates/responses needed since ;** it was noted that there had been no meeting as no new applications received in time, but one appeal had been dismissed for 17 High St.<br>2. **To decide on any applications received after agenda issued, if deemed possible.** Two new tree removal applications will be responded to by the Clerk under delegated authority.<br>3. **To receive feedback on training, Cllr Stephenson.** This was reported as adequate. |
| **25/90** | **REPORTS** | **FROM REPRESENTATIVES** |
| | **90.1** | **Checkers reports/village maintenance**<br>**a) To receive checker reports from Councillor Garner and resolve any action needed.** Cllr Garner reported excessive bird poo on the bench at Spring Close which has now kindly been cleaned by a resident and that new defib pads are needed near to February 2026. It was further noted that a spring clean of the area/pond is done in spring to reduce the weeds.<br>**b) To note update on new village sign, insurance company payment received.** It was noted that this work is scheduled for 26th October.<br>**c) To receive and note any update from Parish Path warden.** There was no new update. |
| | **90.2** | **Village Hall**<br>**1) To note any update from Cllr Lyons, new Trustee rep.** Cllr Lyons gave an update on the latest activity, party on 29/10/25 and new storage area, plus that a new Chairman is needed. |
| | **90.3** | **Police Liaison Representative**<br>**1) To note update from PLR and police meeting and update on police activity.** Cllr Kaye reported progress with tackling anti-social behaviour and that residents need to report all activity to get any action and that more monitoring is promised including speeding.<br>2) **To note opportunity to ask questions at Town and PC Forum on 21/10/25 – circulated.** This was noted.<br>**3) To note Community Rural Crime Action fund applications invited – deadline 17/10/25.** This was noted but nothing required or identified at this time. |
| | **90.4** | **Traffic Working Group (Cllr Woodman)**<br>1) **To receive any new update from working group/Cllr Woodman on device data – information in What's on the Hill.** Cllr Woodman showed some recent traffic data and stated the speed data remains the same.<br>2) **To note parking request for The Crescent (and The Close) and response from Highways, herewith.** The Clerk circulated correspondence from Highways that stated they do not have funds to install parking bays and they could not identify suitable places in The Close, but the Parish Council could possibly pay themselves at other locations. Information on the garages at the back of the Close was received and noted and enquiries will be made as to their availability. Action Clerk |
| **25/91** | **ALLOTMENTS** | |
| | **91.1** | **To note update from the Clerk and costs of new fence and skip from Cllr Woodman. Resolve action.** Cllr Woodman relayed information which will be used for a future grant application or allotment rent rise. |
| | **91.2** | **To receive details of plot forfeited and problems encountered and resolve action.** The problems with this plot will be looked at and solutions |
| **25/92** | **TREES AND GREENS WORKING GROUP (INCL NATURE RECOVERY) (Cllr Cox, Cllr Holwell, Cllr Mitchell, Cllr Woodman**<br>**a) To receive details of tree removal application and resolve action ie advice from surveyor.** It was noted there are no specific plans at present, and the group will circulate some details of a plan for Spring Close for next year and a future meeting.<br>**b) To receive and discuss update and future plans for Spring Close and resolve action.** See above. | |
| **25/93** | **PROJECTS** | |
| | **93.1** | **To resolve energy grant application for remaining street light conversion, details herewith.** The Clerk explained the grant process and it was decided to apply, by 20/10/25. Action Clerk. |

Signed by Chairman________________________________________Date________________________

| | | | |
|---|---|---|---|
| | | | |
| | 93.2 | **To note request from BCN Wildlife Trust to update lease of SSSI land and resolve action, circulated.** It was resolved to look at the suggested lease and bring some proposed alterations to be agreed at the next meeting. Action Cllr Kendall | |
| 25/94 | **COMMUNITY SUPPORT/ENGAGEMENT/ISSUES/VILLAGE GROUPS**<br>- **To suggest and agree any specific items for November's What's on the Hill and note of any new residents.** It was agreed to include the survey and new Cllr appointment.<br>- **To note invite to ENRMF and Thornhaugh Landfill liaison meeting on 6/11/25 at 10-12 in Kingscliffe.** This was noted. | | |
| 25/95 | **CLERK CORRESPONDENCE /INFORMATION TO NOTE:**<br>- **To note communication re parking at the Close again - herewith.** See 90.4 2)<br>- **To note service updates sign up opportunity from NNC, circulated.** This was noted.<br>- **To note report of cars parked in High St. and Church St. Note and reminder re. process.** This was noted.<br>- **To note receipt of note of appreciation from a resident (and ex Councillor) for the new gym equipment and for the newly painted slide.** This was noted and agreed to advertise further**.** | | |
| 25/96 | **ORDERS FOR PAYMENT To agree payments to be made as follows;**<br>Payments were authorised as detailed below; | | |
| | **96.1** | Clerk reimburse for HP ink plan shared with other PC £9.57 | £9.57 |
| | **96.2** | Clerk reimburse for Microsoft package home office allowance, plus mileage for Sept. | £8.49, £26, £2.70 |
| | **96.3** | HMRC employer NI payment and employee tax/NI payment October | £ tbc |
| | **96.4** | Yu Energy Briers street lighting bill as per contract, paid by direct debit. | £20.23 |
| | **96.5** | Yu Energy electricity for street lighting, paid by DD. | £355.10 plus |
| | **96.6** | Yu energy bill pavilion | £47.95 |
| | **96.7** | Village hall hire | £28 |
| | **96.8** | D Trevarthen for tree works agreed | £240 |
| | **96.9** | Kier Nordis for new village sign, via insurance claim | £205.36 paid |
| | **96.10** | Clerk salary/hours payable 31/10/25 less tax and NI due – above | £1066.34 less tax/NI<br>Plus PAYE credit on account of £161.22 |
| | **96.11** | Multipay card monthly fee and Unity bank charges, monthly | £3/£6 |
| | **96.12** | Handiman Grass cutting contract K Cox | £320 |
| | **96.13** | Handiman grounds maintenance contract K Cox labour plus invoice for painting swings | £157.50 plus £319.81 |
| | **96.14** | Internal transfer to current account changed to 5k due to income | £5000 |
| | **96.15** | Reimburse Clerk for new laptop purchase, includes VAT. | £603.99 |
| 25/96 | **RECEIPTS** | Invoice for pavilion keys received payment. | £13 |
| | | Insurance payout received 22/9/25. | £226.63 |
| | | Bank interest received 30/9/25. | £205.02 |
| 25/97 | **DATE OF NEXT MEETINGS** It was noted that the date of the next full council meeting is on Monday 10th November 2025 at 7pm in the village hall and the next Planning Committee meeting is to be agreed, dependent on new applications. | | |

Signed by Chairman________________________________________Date______________________