

EASTON ON THE HILL PARISH COUNCIL

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Minutes of the meeting of Easton on the Hill Parish Council held on **Monday 09th October 2017** at 7.00pm

Present:

- Cllr J Moll (Vice Chairman)
- Cllr M Baker
- Cllr S Goodwin
- Cllr H Tomblin
- Cllr D Asher
- Cllr E Hanson
- Cllr O'Grady
- Cllr Wheatley
- Cllr Bates

- Mrs D Barrett (Clerk/RFO to the Council)

	ACTION
<p>17/151 – Apologies for absence</p> <p>Apologies from Cllr Simpson (Holiday), Cllr S Geraghty (Holiday)</p> <p>RESOLVED: To approve the absence of Cllr Simpson and Cllr Geraghty</p>	
<p>17/152 – To receive declaration of interest under the Council's Code of Conduct related to business on the agenda.</p> <p>17/157 (c) Cllr Tomblin, Cllr Moll and Cllr Goodwin expressed a personal interest</p> <p>17/161 (c) Cllr Wheatley expressed a personal interest.</p>	
<p>17/153 – To receive and approve for signature The Minutes of the meeting held on Monday 11th September 2017.</p> <p>RESOLVED: That the minutes be signed by the Chairman as a correct record of the meeting.</p> <p>Cllr O'Grady stated that the minutes were not correct and wanted the attached annex A including. The Clerk informed her that the purpose of the minutes is to record the business transacted by the council and not to say "who said who to what about what"</p> <p>Before the presented minutes were agreed by 7 of the 9 Councillors it was Proposed and Resolved that Cllr O'Grady provide an agenda item and a full report detailing the comments in item 3.</p>	
<p>17/154 – Matters arising from these minutes only.</p> <p>17/142 – Follow up on the request from Mr Ian Strange to look at the trees at Spring Close will be discussed under tree's and green's</p> <p>17/144 – Cllr O'Grady asked for the clerk to direct her to where the approval was given for the VAS and post to be bought. The Clerk advised it was in the July minutes, Cllr O'Grady asked for a copy, the clerk will email them to her.</p> <p>17/148 – From Cllr O'Grady</p> <p>a) Further to the statement from Cllr Hanson, I should like to make the following statement, which I request be included in the minutes.</p> <p>After the June meeting, having been refused the right to record the meeting by the Clerk and the Chairman of this PC, I contacted the monitoring officer who stated that, to her knowledge, there was no valid reason to refuse the recording of a meeting. She recommended however that I contact the ministry of defence for clarification, which I did. I was subsequently referred to the Headquarters Air Command, the reply of which I will hand out in a moment. It is important to specify and put on record that the topic of the military was mentioned at the very end of a lengthy disagreement between the clerk, the chairman and myself, during which both the clerk and chairman vehemently objected to my recording the said meeting, erroneously stating that I had to seek prior written approval. This refusal</p>	

was repeatedly made before Cllr Hanson mentioning the military. I also need to specify, should my fellow councillors not be aware, that this refusal was against the law and in clear breach of the parish council standing orders. If in doubt, I would invite them to check the 2014 law and refamiliarize themselves with the standing orders. Cllr O'Grady handed out the reply from the RAF Air Command.

Councillor Comments with regards to Cllr Gregory. Cllr Gregory has requested that this letter be made public Annex B. I do not understand why Cllr Goodwin and Cllr Moll suggest that this be discussed behind closed doors given that it was mentioned publicly under matters arising. It is my fellow Cllr who asked me on three occasions to provide this information. I am surprised that the said Cllr requested for name, date and contents of the letter, given that he had written it. I am also astounded at the contents of this letter.

17/155 – Public Time.
The Vice Chairman welcomed the members of the Public that had attended.

- a) Mrs J Ward asked to speak and the Vice Chairman invited her to do so. Mrs Ward asked who the contractor was for cutting the grass at the playing field and how much each cut cost. The Clerk provided Mrs Ward with the information requested. The Vice Chairman thanked Mrs Ward for her question.
- b) Mr Bradbury asked to speak and the Vice Chairman invited him to do so. Mr Bradbury asked when the new football nets would be put up. Mr Bradbury was advised that the nets were with the cricket club and members of the club would put them up when they could. Mr Bradbury also asked if the marking out of the football pitch would happen soon. This will be looked at as there would be practical and financial implications since the village does not have a football club. The matter will be reviewed by the playing field committee. The Vice Chairman thanked Mr Bradbury for his questions.
- c) Representatives from Orchard Way and West Street, including Jim Alexander, Andy Barford, Margret Harrison and Michael Tomblin asked to speak and the Vice Chairman invited them to do so. Each presented their concerns about the development of the land at 37 West Street and the inclusion of an access road onto Orchard Way. The main areas of concern are, extra traffic, parking and potential further development. The planning committee will make reference to the concerns in their report to the Planning Department. The Vice Chairman thanked everyone for their comments and questions.
- d) Katie Smith asked to speak and the Vice Chairman invited her to do so. Ms Smith asked if it was possible to have a new dog bin at the top of High street at the entrance to Warren keep. It was agreed to add an agenda item for November's meeting to discuss. The Vice Chairman thanked Ms Smith for her request.

17/156 – Public Correspondence
Letter from Mr Lawson

Dear Dawn,

As I am unable to attend the Parish Council meeting on the 9th October 2017, I wondered if the following comments on the planning application ref. no. 17/01942/FUL could be considered.

- 1. We live in Orchard Way a small cul- de- sac with seven bungalows. Only two received notices of this planning application from East Northamptonshire Council, plus one was recently attached to a lamp post. The notice mentions the "Forming of new site access to serve converted barns....." but no mention of Orchard Way. You can see the access route shown on the plan on their website, but not everyone has access to a computer. The information has mainly been disseminated from neighbour to neighbour. Perhaps East Northamptonshire Council could be advised to improve their communication with the village.
- 2. I have no objection to the planned building refurbishment.
- 3. The proposed access makes a lot of sense, but will have some impact on the area. West Street is particularly busy with agricultural vehicles, and Orchard way is used as a parking overflow and for visitors to the National Trust's Priest's House. I cannot visualise the parking area available next to the new barns, but would certainly hope that there would be no encroachment on to the existing Orchard Way. In addition there are thirteen resident's vehicles, visitors & delivery vehicles. As the application stands I cannot make a valid objection. However, if the Parish Council has the power could they add to their recommendation that a small amount of additional parking be provided off the new road.
- 4. Is this new road going to be adopted by the council or will it be the residents of the two new

residences who will be liable for the upkeep?

5. On the plans there is a small spur coming off the new access road marked “to the paddock”. One can imagine a nice enclosed space for horses, but surely this is very likely to be a new housing development. The E. Northants Council will not let you speculate on future development intentions when making comments on a planning application, but can the Parish Council? This new access is the “key” to potential future planning applications for more housing. The number of houses would be critical on how it affected the surrounding area of the village.
6. With this new access potentially initiating a significant change to the area I am surprised that the Parish Council Planning Committee has not visited us to discuss our views or even tell us what they think.

Regards
 Ian Lawson
 1 Orchard Way
 Easton-on-the-Hill
 PE9 3LU

17/157 – To Receive Report from Planning Committee

- a) 17/01929/FUL – Double Garage with associated storage areas and new vehicular access from High Street at 2 Stamford Road Easton on the Hill. The Planning Committee reported that there was An Objection to this application. The Clerk submitted this to the Planning Department with the committee’s reasons for the objection.
- b) 17/01930/LBC – Double Garage with associated storage and new vehicular access from High Street – Listed Building Consent – 2 Stamford Road Easton on the Hill. This part of the application has been withdrawn
- c) 17/01942/FUL – Alterations, renovation and extensions to the main house, Renovation, extensions and conversion of 2 existing barns. Sub division of existing plot into 3 smaller plots by means of park rail fencing and hedges. Forming of new site access to serve converted barns and paddocks beyond at 37 West Street Easton on the Hill. – An extension has been received for this application and will be included at November’s meeting.

a)

17/158 –Finance.

a) ICC’s report – monthly bank reconciliation and invoices are approved:

Receipts and Payments to Date

2 nd Precept Payment	12,029.50
Total	12,029.50

<u>Chq no.</u>	<u>Description</u>	<u>Amount</u>
102327	D Lattimore – Playing Field Grass Cutting	£ 1000.00
102328	East Northants Council – Dog Bin Emptying	£ 43.44
102329	Net World Sports Ltd – Football Nets	£ 96.75
102330	BDO LLP – Payment for External Audit	£ 240.00
102331	Mrs D Barrett – Monthly Wages and Expenses	£ 478.99
102332	HM Revenue and Customs – PAYE	£ 108.80
102333	E-ON Electricity – Electricity Charges	£ 55.21
	Total of invoices	£ 2,023.19

It was Resolved to accept the ICCs' approval and payments were made under the Local Government Act 1982 and subsequent financial legislation.

- b) To Receive and approve the quarterly ICC Check- This item will be put back until Novembers meeting
- c) To Receive and approve the External Audit – It was Resolved to accept the Annual return for year ended 31 March 2017. The return will now be published on the website.
- d) Transparency Fund – The clerk was contacted by NCALC about applying for final funding from

<p>the Transparency fund. After discussion with Anne from NCALC we were entitled to apply for web site hosting costs through to Feb 2018. The application has been submitted for a sum of £427.44</p> <p>e) To set a date for the finance committee to discuss the budget for 2018/2019 – The finance committee will arrange a suitable date for the meeting</p> <p>f) To write off the old damaged laptop and remove from the asset register. – It was Resolved to write off the damaged laptop and remove from the asset register.</p>	
<p>17/159 –To receive a Report from Cllr Moll on the Traffic Calming/Road Safety and Highway matters.</p> <p>a) To discuss the problem of vehicles turning right out of High Street onto the A43 and vehicles turning left from the A43 onto High street and what the solutions are: The issue of both turning onto High Street from the A43 and turning left onto A43 from High street was discussed. There is no money in the Highways budget to produce signs and if the council wish to pursue the matter will have to pay for any signage.</p> <p>Easton on the Hill Parish Council – 9th October 2017</p> <p>Vehicle Activated Signs (VAS) Update</p> <p>Update on new sign for A43 village entry point from Stamford</p> <p>The new solar powered fixed position sign was ordered as previously agreed at a cost of £3757 plus VAT.</p> <p>This cost had been previously documented in my reports dated 13th March 2017 and 13th February 2017. Some Councillors will recall that the supplier had attempted to increase the cost without success. Cllr Moll reiterated the statement in the July’s minutes</p> <p>At the June’s meeting it was Resolved to install the Solar VAS on the A43 at a cost of circa £3,000. Cllr Moll however advised that he wasn’t 100% sure that this was the correct amount as he didn’t have the quote to hand and previous papers written and submitted on the subject to hand. Cllr Moll sent the quote onto Councillor’s after the meeting. Cllr Moll also spoke to the manufacture who agreed to the original quote of £3700. It was Resolved to accept this amount instead of the £3,000 agreed at Junes meeting as that wasn’t a confirmed amount. Cllr Moll has confirmed the order of the device and will arrange for the post to be fitted by the Highways.</p> <p>The new VAS is ready to be installed. However, the Highways Department has failed to fulfil the installation of the new post. This was chased during w/c 30 September.</p> <p>Existing devices</p> <p>The device on the A43, Colleyweston entry point was located at that position on 17th March 2017. The device currently located on Church Street was moved to its current location on 22nd November 2016. It was intended that these devices would be periodically moved. The Parish Council is asked for suggestions regarding whether these devices should be relocated?</p> <p>It was suggested that the VAS on the A43 be moved to West Street and it was Resolved to do so. It was also noted that vehicles have started to increase speed on Westfields.</p> <p>Resource</p> <p>My personal work commitments have become more intense during the past six months. It has been noticed that the batteries are not being replaced so frequently. Each device needs replacing every two weeks, this process takes c. 30 minutes and requires a ladder. Moving a device takes c. 45 minutes. I am making an appeal to Parish Councillors or other local volunteers to support me with this task. It was Resolved to ask for volunteers via News and Views and all online media.</p>	
<p>17/160 – To receive a report from Trees and Greens</p> <p>a) Following on from the letter from Mr Ian Strange last month, ref the trees at Spring Close, an inspection was carried out. A couple of options were discussed 1, cut the tree’s back, however, it is likely the trees’ will grow back even faster. 2, Cut down the tree completely. Trees and Green will bring photos of the trees and quotes for the trees to be trimmed regularly and quotes for the trees to be cut down to the November meeting. The Vice Chair suggested that Mr Strange should be asked if he will contribute to the cost or pay in full.</p> <p>b) Pond at Spring Close – the pond is full of plantation and not flowing correctly. The clerk will contact Water-Line solutions for a quote to clean.</p> <p>c) Polish War Memorial- The work to update the Polish War Memorial has been delayed, no confirmed date has been given.</p>	

<p>17/161 – To receive a Report from The Playing Field Working Party</p> <p>a) Receive an update on Quotes for cutting the Playing field for 2018 - So far only one quote has been received, the clerk has asked for quotes from ENC and a local gardener. It was suggested that any quote include clearing the nettles from around the playing field. All quotes received will be discussed at Novembers meeting.</p> <p>b) To receive an update on the Playing field ownership-This item will be moved to Novembers meeting</p> <p>c) Cricket Club Fireworks- Cllr O’Grady expressed concerns that the Cricket club had fireworks at the playing field after their last game of the season. As this is a public place advance notices should have been put up. The Clerk will write to the Cricket Club Chairman to advise him of this.</p>	
<p>17/162 – To Receive an update on recruiting a new Clerk</p> <p>Cllr Goodwin proposed a vote of thanks to the outgoing clerk and it was Resolved to accept this.</p> <p>Easton on the Hill Parish Council – 9th October 2017</p> <p>Parish Clerk Recruitment</p> <p>Process</p> <p>It was agreed that a panel of at least three Councillors supported by the current Clerk would be given authority to recruit a new Clerk. The panel consisted of Cllr Jeremy Moll, Cllr Emma Hanson and Cllr Helen Tomblin.</p> <p>The position of Parish Clerk was advertised via Indeed, NCLAC and the village website and 28 applications were received.</p> <p>These applications were reviewed by the panel with support from the Clerk and the Chairman and four were shortlisted for interview.</p> <p>Each applicant was asked the same questions and their response was subsequently scored with a consensus mark out of 10. The questions asked were as follows: Question</p> <p>Tell us about your experience (if any) of working in local government?</p> <p>What is your understanding of the tasks involved in being a Parish Clerk?</p> <p>Explain how you take minutes at meetings and then document them?</p> <p>Explain about a time when you needed to prioritise tasks, what process did you follow and what was the outcome?</p> <p>Tell us about your experience in book keeping, forecasting and financial reconciliation?</p> <p>Talk about a time when you were required to handle a conflict, what did you do?</p> <p>Please expand on any points of your CV which you feel are relevant to the role</p> <p>In addition, housekeeping matters such as location, flexible working, technology, availability to start and referees were discussed.</p> <p>Successful candidate</p> <p>The successful candidate was Anthony Howells who accepted the role subject to references. Anthony is familiar with the workings of a Parish Council having stood as a Councillor at Ufford for 5 years. He lives in Stamford and has extensive project management, administration and customer experience. He had a long career in financial services working for organisations such as Barclays Bank, Lloyds, Swiss Re and Guardian Financial Services. Anthony has also undertaken a number of volunteer roles.</p> <p>He will commence on 16th October and will attend this meeting as an observer. The current Clerk will facilitate an orderly handover, as a result the Parish Council will incur the cost of two salaries for up to one month if necessary. This is an unbudgeted but unavoidable cost. I’m sure the Parish Council and the people of the village will offer Anthony a warm welcome. On completion of this update Cllr O’Grady asked to make this statement</p> <p>“I have been in touch with the monitoring officer and have been advised to make a statement to the Parish Council and the public present.</p> <p>The appointment of a clerk is to be a full parish council decision. I very much regret to have to publicly state that, on this occasion, this has not been the case. This appointment is not constitutional and I have no choice but to dissociate myself from the Parish Council on this decision”</p> <p>It was proposed and Resolved to accept the interview panel’s recommendation that Anthony Howells</p>	

<p>be offered the post of clerk.</p>	
<p>17/163 – To Receive an update on the Village Guide Work has started on the Village Guide, Letters have been sent out to local associations asking if they would like be included, No decision has yet made as to whether the guide will be just digital or printed as well. Representatives from Collyweston have also requested to be included. A further up date will be given at January 2018 meeting to allow for responses to come in and be collated.</p>	
<p>17/164 – To Receive an update on the Village Sign from Cllr Asher As we are all aware, the second of the A43 signs was installed back in August in our preferred spot without disturbing the badgers!</p> <p>With that the second of the old village signs has been retrieved and is in safekeeping until a new owner is declared.</p> <p>If you recall, the purpose of retaining the signs is so that we can raise as much money as we can for the new village sign which will be situated on the cross-roads green.</p> <p>As we missed the window of opportunity with both signs being at the Gala and with that the raffle opportunity with a large audience has now passed. I am proposing that we sell the sign, with closed bids to the highest bidder with the proviso that the sign stays within the village. This will be publicised village wide to ensure that all villagers get the opportunity to bid.</p> <p>The future of this project now rest with raising funds for its completion - circa £4,000 installed - with everything else for this project taken care of.</p> <p>Letters have gone to the larger of the village companies to request sponsorship.</p> <p>In light of the other village projects and responsibilities I have in my corner I'm looking for another councillor to take over the fundraising? This involves a lot of letter writing and possibly attending funding fairs but isn't something that is universally tricky.</p> <p>It was Resolved that the sign will be sold via sealed bids with the minimum amount agreed by Cllr Asher and Cllr Wheatley</p>	
<p>17/165 – Remembrance Sunday Remembrance Sunday will be on 12th November 2017. The application to close the road has been submitted and approved. I will be in contact with the gentleman in Kings Cliffe about the Wreath. The PCSO can no longer be in attendance so the policing of the road needs to be done by the village.</p>	
<p>17/166 – Duke of Edinburgh Volunteer Duke of Edinburgh Volunteer Item requested by Cllr Asher -Grace Kendall (who popped in with her mum last meeting) is currently undertaking her Bronze Duke of Edinburgh award and has offered her volunteering capacity to the village under the umbrella of 'Community work'.</p> <p>She is available for 1 hour a week or 2 hours per fortnight for a total of 12 weeks, taking us up to the beginning of December. She is very willing to do whatever is required per task until it's completed (but we need to be mindful of the time and ensure the task is suitable for a 15 year old) - Monday and Wednesday after school and Sunday with some Saturdays are her available times.</p> <p>I've agreed to be her co-ordinator with a view to creating a schedule for her</p> <p>So far she has been helping on the Village Guide, will be planting for the Horticultural Society and hopefully helping with the churchyard clearing in November (sports team fixture allowing) along with general helping at the church and I'm in the process of organising a Defib Training session for teenagers too.</p> <p>It would be great if we can make good use of her willingness to help the community, if councillors could have a think about this with a view of finding some useful activities prior to October's meeting then we can set the ball rolling with her schedule.</p>	

<p>17/167 – Easton on the Hill Street Lighting Cllr O’Grady wanted to state that this project, although discussed on several occasions, has yet to happen. Quotes had been received in April 2016 and so far, only three lights had been replaced due to necessity. It was agreed that this was one project that had not been moved forward due to time restraints and work commitments. Cllr O’Grady was asked if she would lead with now moving forward with this, she, however, declined due to work and time restraints. It was suggested that the new clerk, once fully settled into the job, would be asked to look at it and potentially lead the project.</p>	
<p>17/168 – Easton on the Hill Parish Council Correspondence</p>	
<p>17/169 – To allocate the Checkers for November 17 – Checkers will be done on the 2nd and 4th weeks of the month Checkers for Nov 2017 is: Cllr Asher</p>	
<p>17/170– Close The meeting closed at (Note: The next Parish Council meeting will take place on Monday November 13th 2017 at 7.00pm in the Village Hall)</p>	

Signed: _____

Date: _____