

**Minutes of the Meeting of Easton Parish Council held on
Monday 3rd October 2016 at 7.30pm in Easton Village Hall.**

Present: Peter Milliken (Chairman)
Mark Caton
Jonathan Bailey
Catherine Moore, Locum Clerk

Also present: 4 members of the public were also in attendance. The Police Community Support Officer attended the meeting briefly at 8.45pm.

1. Apologies

Apologies for absence were received and accepted from Jan Hudson, Mike Jobling and Clare Chisholm, proposed by Jonathan Bailey, seconded by Mark Caton, all in favour. County and District Councillor Margaret Bailey had sent apologies.

2. Declaration of interest for items on the agenda and applications for dispensations

None.

3. Co-option of Parish Councillor

The Chairman reported that Mark Cordy had applied to join the Council. It was **agreed** to co-opt Mr Cordy, proposed by Mark Caton, seconded by Jonathan Bailey, all in favour. Mr Cordy signed the statutory Declaration of Acceptance of Office and took his seat for the remainder of the meeting.

4. Adjournment for Public Participation

The meeting was suspended to allow members of the public to speak.

A member of the public complained that the community had not been aware of the recent cycle event which passed through the village. It was noted that the cyclists were using the public highway but were not observing the Highway Code. It was suggested that this was a new event and that better communication would be needed in future.

A member of the public complained about the patches in the pavements, which looked untidy, had not been packed down causing trip hazards. The Chairman **agreed** to speak with Highways to raise this issue.

PM

The meeting was reconvened.

5. Request to extend household boundary into parish land

The Chairman noted that he wished to bring this item forward in the agenda. Mrs Whymark had made a request to the Council to acquire the parish land adjoining her boundary. An email and diagram was circulated, and the Chairman noted that he had visited the site.

It was suggested that a similar request by the previous owner of the property had been made and refused with a legal reason why it was not possible. It was **agreed** that the minutes would be studied to check the history of this. It was **agreed** that land could only be disposed of at full value, and that all costs associated with land valuation, legal costs etc would be met by the buyer. It was suggested that any trees on the land should be protected in some way.

Clerk

6. Minutes of the meeting held 5th September 2016

The minutes of the meeting held on 5th September 2016 were considered. Page 3 was amended to show the name 'Skip' instead of skip. With this amendment, the minutes were **agreed**, proposed by Jonathan Bailey, seconded by Mark Caton, all in favour. A member of the public noted that some correspondence was not being reported to meetings, and that she had emailed regarding speed cameras, and speeding at the Sundown Festival. It was noted that there had been a lot of complaints about speeding around the Festival, and that these had been passed on to the relevant authorities.

7. Reports

i) Police Community Support Officer

Not present for this part of the meeting. The Chairman reported that there had been 1 reported incident (domestic).

ii) District and County Councillor Margaret Dewsbury

Not present. The Chairman noted that he had agreed that an urgent meeting needed to be arranged regarding the Food Hub.

8. Matters arising from the minutes

It was noted that the dairy had been closed and would be for sale at auction very shortly.

9. Planning

i) Applications Received

2016/2072 15 Peacock Close: Removal of existing conservatory and erection of single storey side extension.

The application would give more area to the property, and there were no windows overlooking neighbours. It was **agreed** to recommend approval, proposed by Mark Caton, seconded by Jonathan Bailey, all in favour.

PM

10. Updates on ongoing issues

i) Neighbourhood Plan

The draft Neighbourhood Plan document was circulated, and Jonathan Bailey briefed the Council. It was noted that this was the final draft which needed to be approved by the Parish Council, and would then be made public to the village for review. A workshop would be taking place on 22nd October and a newsletter would be circulated. There would be a final chance to comment and put forward further ideas, then the final plan for examination would be prepared. It was noted that policies regarding the food hub could not be included as it sat outside of the Easton parish boundaries.

It was **agreed** to adopt the final draft Neighbourhood Plan, proposed by Jonathan Bailey, seconded by Mark Cordy, all in favour.

It was **agreed** that the Plan would be made available online and that printed copies would be available on request, and in places like the village hall and church. It was **agreed** to allocate £100 towards printing the draft plan, proposed by Jonathan Bailey, seconded by Mark Caton, all in favour. It was suggested that the final Plan should be delivered to every household in hard copy, and that it should be accompanied by a summary of benefits.

ii) Food Hub

The Chairman reported that an advice document had been received, and that South Norfolk Council would be voting in October whether to go ahead with a consultation on the proposals. The Environmental Impact Assessment and legal opinion had been received and would be made available on the website. It was **agreed** that the Chairman would set up a meeting with adjoining parish and town councils with the aim of attending the district council decision making meetings with a unified voice.

11. **Progress reports**

i) Parish Allotments

It was noted that there were a lot of vacant allotments which needed tidying and advertising. It was felt that it should be made clear that moving the allotments may be a considerable time into the future, and that it was worth taking one now. It was suggested that, once advertised locally, Norwich City Council could be approached to offer any remaining allotments to their waiting list. It was noted that there were 6 unoccupied plots, and 12 not being tended.

ii) College Heights

The Chairman reported that he had met with the general grounds maintenance contractor to discuss the issues. He noted that work was to a high standard when it was completed, however it was not regular enough. The contractor would attend the next Parish Council meeting, however he had thought he was saving the Council money. It was noted that there had been some miscommunication within the Council which had caused problems at the start of the contract, and that larger companies might charge more. It was suggested that contracts should be amalgamated and a work schedule set out from April to October, with each contract separated out on the invoice. It was **agreed** that there would be two councillors responsible for the grounds maintenance contracts together with health and safety, with Mark Cordy joining Mike Jobling in this role, proposed by Mark Caton, seconded by Jonathan Bailey, all in favour.

12. **Finance**

i) Payments for October 2016

It was **agreed** to pay the following, proposed Jonathan Bailey, seconded by Mark Caton, all in favour:

a)	Mrs Cordy	Salary – Litter & College Heights	£100.00
b)	Mr Ditton	Salary – Bus Shelters	£40.00
c)	Mr Harrowven	Salary – Jubilee Playing Field	£40.00
d)	Mr A Arber	Salary – Clerk	£514.70
e)	ABZAG	Neighbourhood Plan	£1,800.00
g)	Came & Company	Insurance	£795.65
h)	Milestone Society	Donation	£30.00
i)	NPTP	Training	£92.50
j)	???	Allotment Rent	£60.00
k)	Easton Village Hall	Hall Hire	£62.50
l)	Gary Lake	Grounds Maintenance	£275.00

ii) Santander Bond

Peter Milliken reported that the address had finally been changed with Santander. The closure of the bond account had been requested so that money could be reinvested. It was noted that the Council had another Santander savings account.

- 13. Training**
It was noted that the Clerk had attended training, with the cost being shared with his other parish council. Peter Milliken had attended chairmanship training. It was suggested that all councillors should undertake the introductory training either for the first time or as a refresher. The Clerk would circulate dates. **Clerk**
- 14. Gate spring, Jubilee Park**
It was noted that the top retaining bolt had snapped and needed repair. A neighbour had offered to carry out the repair, and it was **agreed** that this would be undertaken at a maximum cost of £25.00.
It was noted that the gate needed a rubber impact pad to stop the noise of it slamming shut. Mark Cordy **agreed** to get a price for this, and it would be added to the next agenda. **MC**
- 15. Leaves, Diocesan House**
It was reported that the trench adjacent to Diocesan House had been filled with leaves, which was reported to Highways. The Chairman **agreed** to discuss this with the Highways Engineer. **PM**
- 16. New dog and waste bins**
It was noted that there was a lot of dog fouling issues in the parish. It was **agreed** that Mark Cordy and Mike Jobling would investigate whether the current bins were in the most appropriate place and whether any repairs were required; and whether any new bin locations were required. **MC / MJ**
- 17. Defibrillator Training**
The Chairman noted that he was looking into funding for more defibrillators. He **agreed** to arrange defibrillator awareness training sessions, two hours long for up to 50 people, and dates were discussed. It was **agreed** to book this for Wednesday 9th November (or 14th November if this was not available) in the evening, and to publicise in the Grapevine, proposed by Peter Milliken, seconded by Mark Caton, all in favour. **PM**
- 18. Increase size of Parish Council**
The Chairman reported final investigations were being made regarding the process for this, and asked any interested people to come forward. A member of the public noted that she had emailed the Clerk expressing an interest in joining. **PM**
- 19. Parish Partnership Scheme**
The 50/50 Parish Partnership Scheme was discussed, and it was suggested that a SAM2 machine could be purchased to tackle the issue of speeding. It was noted that the cost of this was around £3,500.00. Sites for the machine had to be approved by Highways, and the machine could record data as evidence of problems in particular areas. It was noted that around £700 would be received by the Parish Council following issues with the precept-setting process. It was suggested that half of this could be put towards play equipment and the other half to a SAM2. This suggestion would be emailed to all councillors. **PM**
- 20. *The PCSO arrived and the meeting, and Standing Orders were suspended to allow him to speak.***

The issues with the recent cycle race were raised, and it was confirmed that there was no requirement to notify the Police of this event. Generally organisers would make

Police aware, but this was not compulsory. It was suggested that the Parish Council should approach the organisers directly.

Standing Orders were resumed.

21. Grit bin, Stern Close

It was noted that there were 3 grit bins at College Heights, where there was a general problem with ice. It was noted that there was a problem with a resident parking in front of one grit bin, and the PCSO **agreed** to carry out some enforcement in the area.

22. Adjournment for Public Participation

i) *The meeting was suspended to allow members of the public to speak.*

A member of the public expressed concerns about dog fouling. It was acknowledged that this was an issue but that it was difficult to enforce laws.

The meeting was reconvened.

23. Correspondence

The Chairman circulated leaflets regarding the Hornsea Phase 3 windfarm and cable laying project.

The Chairman noted a letter from the Good Companions requesting a donation for their Annual Draw on 27th October 2016. Discussion ensued regarding donations to village organisations, and it was **agreed** that four donations would be made in the year, and noted that there was £120.00 in the budget for donations. It was **agreed** that a donation of £50 would be made, proposed by Mark Cordy, seconded by Mark Caton, 3 in favour, 1 abstention.

Jonathan Bailey left the meeting.

24. Items for next month's agenda

- Defibrillator training
- Dog bins
- Gate pad, Jubilee Park
- Co-option of Parish Councillors
- Parish Partnership Scheme

It was noted that the bus timetables were on the wrong sides of the roads. It was **agreed** that this would be referred to Norfolk County Council to be corrected.

It was noted that the Parkers Close sign had still not been fixed in place. The Chairman **agreed** to chase this up with South Norfolk Council.

Clerk

PM

25. Dates to note

- 12th October 2016 – Neighbourhood Plan workshop.
- 7th November 2016 – next Parish Council meeting.

The meeting closed at 9.15pm.

CHAIRMAN