

EASTON PARISH COUNCIL

Minutes of a meeting of the Parish Council held at Easton Village Hall, Marlingford Road, Easton on Monday 7th November 2016 at 7.30pm

In Attendance: Mr Peter Milliken (Chairman) PM
Mrs Jan Hudson (Vice-Chairman) JH Mr Alan Arber (clerk)
Mr Mike Jobling MJ
Mr Jonathan Bailey JB arrived 8.10 pm
Mr Mark Caton MC
Mr Mark Cordy MCO

2 members of the public attended

1. Chairs welcome and Health and safety Information

Chair Peter Milliken opened the meeting and ran through the relevant Health and safety information for the meeting.

2. Apologies

Apologies were received from Clare Chisholm and Jonathon Bailey (running late) and these were duly accepted

3. Declarations of Interest and any requests for Dispensation

None were declared

4. Public Participation

Standing orders were suspended

There was no public participation

Standing orders reinstated

5. Receive and approve minutes of meetings 3rd October 2016

An amendment was made to change the name of Margaret Bailey to Margaret Dewsbury. The minutes of both meetings were approved by all councillors and everyone was in agreement with their contents and they were duly signed as a true record of the meetings
Proposed JB, Seconded MC

6. Reports

- **Police and Community support officer**

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The PCSO sent his apologies and sent his report that was duly read out. There had been 5 crimes in the village and the report is attached. Chair PM reported that he had attended a meeting with the Divisional Commander and he was saddened to report that the polices from the police will be re-active in the future rather than proactive due to the lack of resource's and that policing would now be done by data policing, using data gathered rather than actual policing. It was also reported that should a hot spot of crime be reported the police would respond. Chair PM also reported there used to be a residents group that did neighbourhood watch and speed watch but this was now

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disbanded due to the amount of threats received and asked if the clerk could put the Neighbourhood project on the agenda for next month. He also reported that any new groups would need training.

- **District and County Councillor Margaret Dewsbury**

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Councillor Dewsbury reported that both the SNDC and NCC magazines had gone out to residents and that at County level there was a major worry on Ash-Dieback on trees and should anyone see any please report them via the clerk to the county highways office. Councillor Dewsbury also reported that at the pre-devolution meeting there were many issues discussed and that a further meeting would go ahead on 21st November to vote on devolution. Finally the councillor reported that the consultation for the food hub is due any time and she urged people to write individually to hold up the process as if we all write through the parish council it is taken as one authority rather than many individual people.

7. **Matters arising from the minutes not on the Agenda elsewhere, for information only.**

The clerk reported that as yet he had not had time to carry out the request of the council to check the minutes regarding a parishioner's request to buy some land. It was formally agreed that Councillor Mark Caton would assist the clerk to look through the minutes on this subject. Time limited to 1 hour only. It was also agreed that all costs to be funded by the householder. The issue of the leaves at Diocese house again came up and a discussion ensued and it was agreed that the clerk would keep this item on the agenda as an Outstanding Issue. The clerk reported he had enrolled the council on the litter pick scheme and the two areas identified (St Peter's path and the trod) had been sent to the litter pick team.

8. **Updates on ongoing issues:**

- **Neighbourhood Plan**

Chair JB gave a report on the neighbourhood plan and that the plan was now put to consultation to villagers and he had received a number of responses of which none were negative. It was hoped that only a few points would need to be changed or adjusted and that the next step would be the plan going to vote sooner rather than later. Chair PM then asked the clerk if there was any money left in the budget for a brochure idea he had to get the plan to all residents ASAP. The clerk remarked that there was £1000 left in the Neighbourhood plan budget. PM then showed round the council a sample brochure which was met with good comments and it was agreed that the clerk was to get two more quotes for the council ASAP.

- **Food Hub**

PM reported that the food hub consultation had been put back till 2nd week of January as this was good news and it should have gone to the press today, 6000 residents in the area affected will be contacted by BDC and SNDC. The issue of the spinal road by the church was then discussed with the main issue being the large lorries would struggle to turn round. It was suggested that parishioners keep putting pressure on BDC and SNDC and this would encourage EAS to look at the plans again. PM then reported that he had copied all councillors and the clerk on the correspondence he had received from Ian Alston and he had not received any negative comments to this correspondence from Councillors to the concerns raised. Finally the chair reported he was attending a meeting regarding the Greater Norwich Development Plan soon and asked if he was to go as a parish council representative or a private individual. It was agreed he PM and JH

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would attend as Parish representative's and report back to the council. **Proposed Mike Jobling, Seconded Jonathon Bailey**

9. Progress Reports and any further action required

• Parish Allotments

The clerk reported he has now let 2 allotments to new parishioners and that the other allotments that were not attended at all were in a dreadful state. A discussion ensued on whether the council should assist new allotment holders in clearing them up. The clerk asked if we could give some time for people to clerk them at a reduced cost. It was agreed that the council would allow all new Allotment owners a year free rent to encourage the final allotments to be taken up. **Proposed Mark Caton, Seconded Jonathon Bailey**

• College Heights

Councillor MJ had looked round the site and reported he was happy with the work carried out by the contractor. The area on the main entrance to College Heights needed looking at as there was some dreadful looking grass prevalent in the bed. I was also reported that we need help from the police regarding the van parked in front of the grit bin and that we needed a price for some more bark to be put around the area where needed. It was also discussed whether we need to employ a specialist gardener for college heights

10. Update on grounds maintenance and grass cutting

Councillor MJ reported that all of Easton had had its grass cut, Hedges cut and trimmed and that the back hedge at the Jubilee playing field and around the Muga had been cut. It was then asked if it could be arranged to spray the area around the back of the Muga as the area was very bad. Councillor MJ reported he would look at this ASAP. The contractors invoice was approved for payment. A discussion then ensued regarding the provision of quotes to the Parish Council for the next years work as we needed to be totally transparent on this. It was agreed that councillors MJ and MCO would work together on this and draw up a schedule with photographs to be sent to prospective contractor's. **Proposed Jonathon Bailey, Seconded Mark Caton** 4 agreed and one abstention

11. Finance

• To Approve Payments for June 2016

Alan Arber Clerk	£544.18
Mr Ditton	£40.00
Mr Harrowzden	£40.00
Mrs Cordy	£103.99
Gary Lake (Grass Cutting)	£1090
Mazaars Audit	£240
Catherine Moore (locum)	£72.00
Nathan Gaff (JPF Repairs)	£30.00
Easton Village Hall (donation)	£30.00

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- **To approve the minutes of the Finance and Staffing committee meetings**
Signed as a true record of meeting in November.
- **To discuss proposals from Finance Committee meeting**

The clerk took the council through the proposals from the recent committee meeting and all agreed these were good but from now on the meetings are to be held at the village hall. The clerk brought to the attention of the council the need or his appraisal to be done ASAP and it was agreed that Councillors JH and MJ would do this as they were appraisal trained.

12. **Councillor and Clerks Training**

The clerk reported that he had now sent an email to all councillors regarding training but had received nothing back from any councillor due to the courses being daytimes and not evening and no one could attend the day time courses. The clerk was tasked to look into any evening course free and report back to the councillors ASAP. The Chair asked if the clerk could look into media training for himself. Vice Chair JH still needed to be enrolled on Chairmanship training.

13. **To discuss the Awards for All scheme**

The clerk took the council through a grant scheme he had found that may help provide community noticeboards for the council at no cost to them. The clerk asked for permission to start the process. **Proposed Mike Jobling, Seconded Mark Caton all agreed**

14. **To discuss increasing the Parish Council numbers of councillors**

The clerk apologised for the incorrect information he had received from NALC and he was asked to draft a letter to SNDC ASAP to ask if them if the councillor could be increased and expected growth.

15. **To receive an update on costings/siting's on New dog bins/Grit bins and waste Bins**

Councillors MJ and MCO had done a survey of the Parish and reported that 2 dog bins need replacing and 1 new dog bin is needed but they are aware of the implications on cost of emptying a new one. It was agreed they would look into repairing the damaged dog bins. The councillors also reported the council have 6 grit bins and they all have grit inside them but a question was asked regarding the costs of refilling and who had to do it.

16. **To discuss the defibrillator training**

The clerk reported he had 16 people booked on the training and he was asked to put the item on the council Facebook page and Easton Matters.

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17. To discuss the parish partnership scheme

Chair PM reported to the council that he had secured the assistance of Highways, The Police and County Councillor Margaret Dewsbury regarding our application and that the total cost was £3517 of which the council pay £1750. He reported many parishes use theme with great results **Proposed Mike Jobling, Seconded Mark Cordy all agreed to go ahead.**

18. To Discuss Western Link Consultation

The Chair reported that he and Jan Hudson would be attending this meeting on the 17th November on behalf of the parish council.

19. Public Participation

Standing orders were suspended

It was noted that the Traffic monitoring for Easton was not on the list and th NDR western Link meeting was being held on the 8th November

Standing orders reinstated

20. Correspondence received and response or action required

The clerk informed the meeting that he had received a letter from the bank regarding the lack of interest being paid in the future

21. Agenda Items for next Parish Meeting

**Clerk appraisal
Staff Contracts
Outstanding Matters
Risk assessment Policy**

22. Dates to Note

- Next Finance committee meeting 1st December 2016
- Next Parish Council Meeting 5th December 2016
- Next Neighbourhood Plan Steering Group meeting 15th September 2016

There being no further business the meeting closed at 9.35 pm.