

# EASTON PARISH COUNCIL

Minutes of a meeting of the Parish Council held at Easton Village Hall, Marlingford Road,  
Easton on Monday 11<sup>th</sup> July 2016 at 7.30pm

In Attendance: Mr Peter Milliken (Chairman) PM                      Mr Alan Arber (clerk)  
Mrs Jan Hudson (Vice-Chairman) JH  
Mr Mark Caton MC  
Mr Mike Jobling MJ  
Mr Jonathan Bailey JB  
Mrs Claire Chisholm CH  
Mrs Linda Ford LF

7 members of the public attended

## 1. Apologies

All councillors were in attendance

## 2. Declarations of Interest and any requests for Dispensation

None were declared

## 3. Public Participation

*Standing orders were suspended*

Easton Crafters bought donation of £317 made from their recent Defibrillator fundraising or the day and Jan Stanford was thanked and for her work and for the wonderful donation to the defib fund. A parishioner asked about the food hub meeting and chair PM informed them it would be discussed later in the meeting and that he was also still trying to get the audio file of the meeting onto the website but it was too big and he hoped to do it in 2 parts.

*Standing orders reinstated*

## 4. Receive and approve minutes of meetings 13<sup>th</sup> June and 27<sup>th</sup> June 2016

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

**13<sup>th</sup> June proposed MJ, seconded MC**

**27<sup>th</sup> June proposed MJ, seconded CC**

The chairman PM thanked the clerk for his hard work in getting such detailed minutes from a very difficult meeting.

## 5. Reports

- **Police and Community support officer**

The chair reported the PCSO that after a difficult day the PCSO finished at 7pm and the following report was received. There were 6 incidents reported in June 1 burglary, 1 assault, 1 common assault, 1 public order and 2 non disclosable.

- **District and County Councillor Margaret Dewsbury**

# EASTON PARISH COUNCIL

Councillor Dewsbury reported that the parish partnership scheme is back up and running again and that she would support any applications from the parish Council if they wish to look into this. The councillor then informed the meeting of the South Norfolk day on Sunday 17<sup>th</sup> July at SNDC council offices from 11am till 4pm and invited anyone to attend as it would be a very good day with SNDC showcasing their services for all to see plus there would be many family events on also. The Councillor then reported that verge cutting would be done ASAP due to the adverse weather causing the verges in the county to be at a dangerous height for all. She then reported at a recent meeting on 8<sup>th</sup> July regarding the dualling of the A47 was discussed but not all the information would be available from the consultants till early autumn.

## 6. Matters arising from the minutes not on the Agenda elsewhere, for information only.

Clerk had still not received a reply from the school regarding the letter he had sent regarding parking at the village hall. He also reported that he had received two emails of complaints from residents at College Heights and he had visited the sites in question. The one at Stearn Close has been resolved and the one at 35 Garnett Drive needed his attention regarding the rubbish left out that had not been collected. The clerk was then instructed to contact the tenant and the agent Abbot Fox regarding this ASAP.

## 7. Updates on ongoing issues:

- **Neighbourhood Plan**

Chair JB gave a report on the neighbourhood plan and the report is attached to these minutes. It was also reported that the PC had received two grants totalling £7000 to assist with the costs of the consultants working on the project meaning in total the PC had received grants totalling £15,000

- **Food Hub**

The single agenda meeting held on the 27<sup>th</sup> June at 7.30pm at The village Hall Marlingford Road Easton was attended by some 28 members of the public with very few coming from Easton which disappointed the members of Easton PC. The clerk had produced detailed minutes and they were on the website for all to see plus the audio from the meeting also as discussed earlier in Public Participation. The clerk was asked to write to BDC asking for the time scale for the time to be extended by 6 weeks. It was also remarked that the letter from MP Richard Bacon will be publicised on the website as it was clear he was in favour of the food hub.

The Parish Councillors were then asked for their comments by the Chair PM and this is a summary of their comments.

The lack of attendance from Easton residents

The worry that BDC and SNDC are not taking on board the residents view on the dangerous roundabout at the Dereham end of Easton and adding the access onto this.

The need to get a meeting with all parishes ASAP

The lack of a letter drop to all parishioners's as it seems the grapevine is not working to get information to everyone

The parish council should take a neutral view at all times

The thought that maybe we should have a full village survey via survey monkey

## 8. Progress Reports and any further action required

- **Parish Allotments**

# EASTON PARISH COUNCIL

The clerk reported he has almost finished this now and should have it up to date by the next meeting. The chair thanked the clerk for this along with Linda Ford and Lisa Hart for their assistance they have given the clerk

- **College Heights**

The Gary lake contract offer has now gone out and the clerk apologised to the council for the lateness of this and that he will ensure this does not happen again

## 9. **Update on grounds maintenance and grass cutting**

The Gary lake contract offer has now gone out and the clerk apologised to the council for the lateness of this and that he will ensure this does not happen again. It was also reported that the chairman was happy with the tremendous work that Gary Lake done in the village and it now looked very nice especially with the extra work done before the Royal Norfolk Show. Unfortunately there had been a misunderstanding on what work was to be done for this and councillor MJ was asked to ensure that all messages get through with the correct information in future. Gary Lakes current contract was then discussed and MJ was asked what the current details were. He informed the council that Gary is on a year's contract with a 3 month probation period and the 3 months is complete in August. It was also commented that we could enter into a 3 year contract at a fixed price with Gary Lake but JH still thought we should get other quotes in and MJ was asked to organise this

## 10. **Finance**

- **Finance and Staffing Committee**

It was agreed that this committee should be active again and it was agreed the committee would consist of JH chair, MJ and MC with assistance from the clerk. They agreed to meet on Tuesday 21<sup>st</sup> June at JH house.

- **To Approve Payments for June 2016**

Alan Arber Clerk	£592.74
Mr Ditton	£40
Mr Harrowzden	£40
Mrs Cordy	£100
Gary Lake (Grass Cutting)	£355
Mike Jobling	£32.94

- **To approve the minutes of the Finance and Staffing committee meetings**

It was agreed to accept the minutes dated 21<sup>st</sup> June

**Proposed MC seconded MJ**

It was agreed to accept the minutes dated 5<sup>th</sup> July

**Proposed MJ seconded MC**

- **To approve recommendation's made from Finance and Staffing Committee**

It was agreed that the work the new committee were doing along with the clerk was of great value to the council and the chair thanked them for their hard work. It was agreed that the precept letter was excellent that the committee had drafted and this would be sent to all parishioners ASAP

- **To discuss Santander Bond**

Finance chair JH and parish chair PM visited Santander and got all their documents verified and agreed at the branch and were told that everything

# EASTON PARISH COUNCIL

was in order only for the clerk to receive the documents back from Santander with the comments that the quality was not good enough. JH will contact Santander again to get this problem solved

- **To discuss extra signatures on parish Bank Account**

Councillor MJ visited Barclays on this matter and addressed the meeting with his finding. The Parish Clerk would need to visit the branch and take his documents in to allow the council to pay by standing order staff wages and other main payees to save time for him. It was also agreed that we need one more signatory on the account and that should be finance chair JH and the clerk to forward the necessary forms to JH with bank account details on

## 11. **Communications Policy**

Much discussion went into this item and it was agreed to adopt the policy with the following wording added. " If approached by or approaching an external agency or individual on a matter not yet voted on by the Parish Council. The councillor must make it clear that it is their personal opinion only". All were in agreement.

**Proposed LF Seconded JH**

## 12. **Councillor and Clerks Training**

The clerk reported that he had received an email from LCPAS and that they are able to come to Easton to run new councillor training courses at a cost of £100 for up to 10 people with extra costs of £15 per person over that number. He was asked to contact LCPAS and get dates from them when they were able to do this training plus contact all local parishes offering them the chance to join in.

## 13. **To discuss the siting of new noticeboards**

Councillor JB addressed the meeting with details of a new noticeboard for the neighbourhood plan but it was decided it was too expensive and would be held off. The clerk then reported that Skip at The Rembrandt was offering to put up a new noticeboard at his location. It was agreed that the clerk would deal with this.

## 14. **Public Participation**

*Standing orders suspended*

It was asked why there had been no leaflet drop regarding the Norfolk show and Chair PM replied that SSY group did attend the last meeting talking about travel arrangements for the show. There were some complaints due to traffic issues and the clerk was tasked with writing to the showground to for their comments.

## 15. **Defibrillator training**

Chair PM reported that he had received an email from TC Garret roofing regarding them donating to the defib fund £50 on a monthly basis. They were thanked for this and asked to deal direct with the clerk to get this dealt with ASAP. It was also agreed that as part of our contract for the defib that the community heartbeat trust would hold training in October for all those people wishing to attend.

# EASTON PARISH COUNCIL

## 16. MUGA

Councillor CC had emailed the clerk a quote for putting the netting onto the MUGA and as it was the only quote received it was agreed that it was too expensive and that this item would be taken off the agenda till later in the year.

## 17. Correspondence received and response or action required

The clerk reported he had received an email regarding St Peters Path that he read out and it was agreed that the clerk write to the school on the matter of the path. The clerk also reported he had received a freedom of information request from Mrs Daynes and the clerk would reply ASAP but it was noted that Mrs Daynes did not need to do this as all the information she requested was on the website Councillor CC had offered her resignation and chair PM informed the meeting that CC would be taking a 6 month sabbatical from council business and will hopefully return then. Councillor JB reported to Highways the problem with Potholes on the entrance to Buxton Close.

## 18. Agenda Items for next Parish Meeting

**Co-Option of 2 parish councillors**  
**Parish Partnership scheme**  
**Training Dates**  
**Notice Board Rembrandt**  
**Neighbourhood Plan**  
**College Heights**  
**Food Hub**  
**Allotments**

## 18. AOB

None

## 19. Dates to Note

- Next Neighbourhood Plan meeting 18<sup>th</sup> August 2016
- Next Parish Council Meeting 8<sup>th</sup> August 2016
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**There being no further business the meeting closed at 9.25pm.**