

EASTON PARISH COUNCIL

Minutes of a meeting of the Parish Council held at Easton Village Hall, Marlingford Road,
Easton on Monday 8th May 2017 at 7.30pm

In Attendance: Mr Peter Milliken (Chairman) PM
Mrs Jan Hudson (Vice-Chairman)
Mr Mark Caton MC
Mr Mark Cordy MCO
Mr Alan Arber (clerk)

3 members of the public attended plus County and District Councillor Margaret Dewsbury who arrived at 8.20pm

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 Jonathan Bailey, Claire Chisholm Mike Jobling these were voted on to be accepted.

3. Appointment of Parish Chairman

Peter Milliken commented that he was prepared to continue but only for one more year
Proposed MC, Seconded JH all agreed

4. Appointment of Parish Vice Chairman

Jan Hudson commented that she was willing to continue
Proposed MC, Seconded MCO all agreed.

5. Signing of Declaration of Office Forms

The forms were signed and witnessed by the Parish Clerk.

6. Declarations of Interest and any requests for Dispensation.

Mark Caton for item 16. All agreed

7. Public Participation

Standing orders were suspended

No public participation

Standing orders reinstated

EASTON PARISH COUNCIL

8. Receive and approve minutes of meetings 3rd April 2017

2 spelling errors were noted on item 5 (bullet point 5) Strategy should read **Strategy** and item 8 Food Hub where it should read **that** not **tat**. The minutes were then duly 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 JH, Seconded MC All Agreed

9. Reports

- **Police and Community support officer**

The chair Peter Milliken commented that he had spoken with the inspector and that no more money was available for police officer's to attend Parish Council meetings unless a serious incident occurred. It was due to what they called a better allocation of resources and that policing was now data led. PM commented that we should have received an email inviting us to a meeting but this had been received by the clerk, who was tasked to check the email address the police help for Easton PC.

- **District and County Councillor Margaret Dewsbury**

County and District Councillor Margaret Dewsbury did not present a report as she arrived late and had been busy in a series of meetings at county hall.

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

Nothing was received.

11. Updates on ongoing issues:

- **Neighbourhood Plan**

As councillor JB could not attend the meeting the chair PM informed the meeting that the examiner had been appointed in Andrew Ashcroft and this was in consultation with AZBAG, SNDC and EPNHP chair JB. The chair read out an email from the highly experienced examiner and this was warmly received. It was hoped the plan would go to the examiner around the 15th May and if things are okay then no further consultation would be needed. Azbag view was that we needed to get this through ASAP which helps with the upgrade in CIL payments to the council. Finally it was hoped that it will go to referendum to the village at the end of July 2017.

- **Food Hub**

Chair PM informed the meeting that there were 3 meetings planned by BDC and SNDC scrutiny committees. Also a formal decision was expected by 23rd May 2017. The chair then took the meeting through his thoughts on contacting the secretary of state concerning ensuring both SNDC and BDC carry out an Environmental Impact Assessment (EIA) and that he would ensure the document is on the Parish Website for parishioners to use for their request to the secretary of state and that we should also do one on behalf of the Parish Council as a whole range of issues had not been dealt with correctly. The chair then commented that David Woods (who lives I Colton) was drafting a new document regarding the food hub. Finally the chair reported that although there

EASTON PARISH COUNCIL

was only 2 weeks to get our challenge in he felt we should do this. **Proposed PM Seconded MCO this was agreed by all councillors.**

12. Progress Reports and any further action required

- **Parish Allotments**

The clerk reported that he had received most payments in for the allotments and that for those he had not letters would be sent out ASAP. The clerk also reported that the vacant allotments had been registered with Norfolk County Council from which he had rented three plots this week. Unfortunately two other people came to look at the allotments but declined due to the amount of work needed to get them working well.

- **College Heights**

The work had been carried out by the contractor to a good standard. A tender had been received for extra work in the area as detailed below

Cutting and reducing the bottoms of the shrubbery at college heights at the corner of the playing field from 8ft to 4ft and clear all rubbish from the area £485. **Decision deferred till June meeting.**

Re-barking of areas in College Heights £195 **Decision deferred till June meeting.**

- **Planning Application 2014/2611**

Nothing had been heard and all had gone quiet on this item.

- **Planning Applications**

Comment was made on the planning application for Foxburrow, Bawburgh Road Easton regarding the planning application the clerk asked for an extension on. SNDC had not confirmed the extension and the clerk was tasked with checking with SNDC the progress of the application. He was also asked to heck on Hollyoaks Marlingford Rd Easton on how many buildings they are allowed to have as it seems extra building are in place.

13. Update on grounds maintenance and grass cutting

A tender was received from the contractor regarding one session to calm down the moles in the churchyard £75. This caused much discussion and the parish council would not make a decision till more information was forthcoming how this would be done humanely by the contractor. **Decision deferred till June meeting.**

14. Finance

- **To Approve Payments for Jan 2017**

Alan Arber Clerk	£451.77	
Mr Ditton	£42.99	
Mr Harrowzden	£48.60	
Mrs Cordy	£100	
Norfolk ALC	£244.38	Annual subscription
Norwich Glass	£270.19	Repair to Bus shelter
Gary Lake	£840	Village Maintenance/College Heights

All Payments agreed

EASTON PARISH COUNCIL

- **To inform meeting of precept payment and council support tax grant received**

The clerk did this

- **To Receive and adopt year end accounts**

The clerk took the meeting through their year-end packs he had produced and he was thanked for his work. It was agreed to adopt the accounts

Proposed JH, Seconded MC all agreed

- **To receive and accept the minutes of the finance committee meeting 5th May 2017**

These were agreed as a true record of the meeting.

Proposed JH, Seconded MC all agreed

- **To receive and approve any proposals from the Finance committee meeting 5th May 2017**

2 proposals were brought to the meeting and discussed as follows.

All contractors invoice to be in with the clerk by the third week of the month for discussion at the finance committee meeting before agreeing payment. Any invoices not received will not be paid that month. **Proposed JH, Seconded MC all agreed**

It was discussed the prospect of getting mobile broadband for the clerk and council to use at meetings as well as allowing bank payments to be made once internet banking was set up. Mark Caton took the meeting through his findings and passed the details onto the clerk for action. **Proposed JH, Seconded MCO all agreed**

15. To receive updates on the following items

- **Training for councillors and clerk**

Vice Chair JH needed to undergo her vice chairs training and new councillor training ASAP and that the clerk was attending small modules regarding his CILCA training.

- **The awards for all scheme**

Deferred for the moment as clerk is very busy with year-end

- **Parish Partnership Scheme**

The chair reported that it was hoped that this was awaiting agreement from a land owner on the positioning of one post with highways but it was hoped it would be all agreed within the month.

- **The Grapevine**

Deferred for one more month

- **Defibrillator Training**

EASTON PARISH COUNCIL

This will take place on the 24th May and there will also be talking about the volunteer scheme on the night

- **Bus Shelter**

The clerk had dealt with this and it would be fixed on Tuesday 9th May and would be reported in The Grapevine regarding the amount of money this vandalism had cost the Parish Council.

16. To discuss and make a decision on the Defibrillators Installation Tenders received

Only one tender had been received despite 4 letters being sent out, it was agreed to accept the tender as received for £155 + vat
Proposed PM, Seconded MCO All agreed

17. To receive an update from Highways England

The clerk was still awaiting the report from Highways England that was promised by Nick Atkinson. He commented he would be getting in touch with Nick to get the report

18. To Discuss Western Link Consultation

The Chair reported to the council that nothing had been received recently but this was due to Purdah. It was reported by our District Councillor that all the new committees had not been made up yet and could be done early next week.

19. Public Participation

Standing orders were suspended

A parishioner commented that he would be writing to the secretary of state on behalf of the church and as an individual and he was ensured by the Parish Chair that the documents are on the website for this to happen. It was then reported that Vodafone was improving their broadband service in the village as a parishioner had received a text on this.

Standing orders reinstated

20. Correspondence received and response or action required

A letter was read out on behalf of the church commending the PC and the contractor on the excellent work done in keeping the church looking so lovely. It was commented by the chair that this was great to receive and should also be passed onto the contractor.

21. Outstanding Issues

- Diocesan House Leaves

This had now been done and the drainage had improved so was to be removed from the agenda

EASTON PARISH COUNCIL

22. AOB

The clerk apologised for not getting the APM meeting letters out earlier but commented he had been very busy with the year end. The final ones would go out by the end of business on the 9th May

23. Agenda Items for next meeting

Election of officers for finance committee
Grapevine editor
Update from Highways England

24. Dates to Note

- NHP Plan meeting TBA
- Next Parish Council Meeting 5th June 2017

25. Exclusion of the Press and Public

It was **resolved** to exclude the press and public for the duration of item 23 on the agenda, as matters related to contractual negotiations, **proposed by Peter Milliken, seconded by Jan Hudson, all in favour.**

Meeting Closed 9.30pm