

EASTON PARISH COUNCIL

Minutes of a meeting of the Parish Council held at Easton Village Hall, Marlingford Road,
Easton on Monday 5th June 2017 at 7.30pm

In Attendance: Mr Peter Milliken (Chairman) PM
Mrs Jan Hudson (Vice-Chairman)
Mr Mike Jobling MJ
Mrs Clare Chisholm CC
Mr Mark Cordy MCO
Mr Alan Arber (clerk)

No 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 Jonathan Bailey, Mark Caton and Margaret Dewsbury these were voted on to be accepted.

3. Declarations of Interest and any requests for Dispensation.

Mark Cordy for item 11. All agreed

4. Public Participation

Standing orders were suspended

No public participation

Standing orders reinstated

5. Receive and approve minutes of meetings 8th May 2017

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 MJ, Seconded MC All Agreed

6. Reports

- **Police and Community support officer**

The chair Peter Milliken commented that as the Police would not be submitting a report to any Parish Councils from now on that he moved that this item be removed from the agenda forthwith.

- **District and County Councillor Margaret Dewsbury**

County and District Councillor Margaret Dewsbury did not attend the meeting as she was at another Parish Council meeting.

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

Nothing was received.

8. Updates on ongoing issues:

- **Neighbourhood Plan**

As councillor JB could not attend the meeting the chair PM informed the meeting that the examiner had visited the village on the 25th May to look round and evaluate the plan. He had noted three items that needed further clarification and these had been dealt with by Azbag and it was hoped that the plan would go to referendum around July/August 2017 to the village when he hoped the plan would be adopted as it would help the village in the future with all the different items being planned. A NH Plan meeting was booked for Weds 15th June at 7.30pm.

- **Food Hub**

Chair PM informed the meeting that the decision by the secretary of state on the food hub will be after the general election and that lots of questions were still being raised on behalf of the Parish Council and these must be answered due to the independent scrutiny of the food hub and that all decisions are legally challengeable.

9. Progress Reports and any further action required

- **Parish Allotments**

The clerk reported that he had banked around £369 from payments by the allotments holders which is very good. He is contacting the last two allotment holders that have not paid to instruct them that if the payment is not cleared in the PC bank account within 7 days the allotments would be re-let. The clerk also commented that he is meeting 2 people this week that are looking to rent allotments very quickly which would leave only 6 vacant. Finally the PC would like to put on record their thanks for the swift actions of the police recently when it looked as though we had issues with unwanted visitors to the allotments preventing a potential problem for the PC.

- **College Heights**

Mike Jobling informed the meeting that he had checked the contractors work and was happy with the standard of the work. He then made comment to the issue of the weeding and re-barking of areas in College Heights and a discussion ensued ensuing that the clerk contact the contractor and inform him to do this work but under the instruction of councillor Mike Jobling to ensure the work is done to the required standard and to how the parish council insists the work is carried out.

Proposed PM Seconded MCO all agreed

- **Planning Application 2014/2611**

Nothing had been heard and there was nothing to report.

- **Planning Applications**

No planning applications received

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10. Update on grounds maintenance and grass cutting

A discussion ensued on the issue of some areas of the grass needed to be cut but were not on the contractors schedule and the PC had given the parishioners involved the number of the SNDC handyman scheme as this area was not on the PC schedule to be paid for by the council. Councillor MJ reported that the whole village will be cut week commencing 12th June and a decision will be taken as to whether (due to the weather) the village will be cut 2 days before the Royal Norfolk Show to ensure the village looks good for the show.

11. Finance

• To Approve Payments for Jan 2017

Alan Arber Clerk	£405.51
Mr Ditton	£40.00
Mr Harrowzden	£40.00
Mrs Cordy	£100
HMRC	£568.28 3 months tax and NI
Anne Barnes	£120 Internal Audit
Anglian water	£19.41 allotments
Gary Lake	£765 Village Maintenance/College Heights
Comm Car scheme	£296.50
Mark Cordy	£20.00 Dog bin repair Kennedy close
Azbag	£1200 Final ENHP invoice

All Payments agreed

• To receive the Internal auditors report, discuss and adopt all recommendations

The clerk did this and the council were very happy at the findings of just one typo error on the standing orders from 3 years ago. The chair asked why this had not been picked up before and the clerk informed in that they had not been presented in recent audits. The clerk to ensure change to standing orders is made ASAP. The Council then thanked the clerk for all his hard work on the yearend audit ensuring we are now in a lot better position than the previous year.

• To approve the annual return

The clerk took the meeting through annual return and I was agreed to sign this off. The chair then signed the document witnessed by the clerk

Proposed PM, Seconded CC all agreed

• To receive and accept the minutes of the finance committee meeting 2nd June 2017

These were agreed as a true record of the meeting.

Proposed MJ, Seconded JH all agreed

• To approve the members of the Finance committee for the coming year

Councillor JH stood down as Chair and was replaced by Mark Caton. JH will continue to be on the committee along with MJ.

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12. 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 we are awaiting the payment for the new SAM 2 machine and asked the clerk to contact highways on this matter ASAP

- **The Grapevine**

Councillor CC will work with the chair on this to help with preparation of the document for the grapevine.

- **Defibrillator Training**

The chair was disappointed to report that only 4 people turned up for this which also meant the volunteer scheme could not be move forward. Another training evening is planned for later in the year but a decision was deferred due to the apathy of people not attending this one.

13. To receive an update from Highways England

The clerk had contacted Nick Atkinson for his report as promised only to be informed he had moved on and had informed his deputy to send the report but as yet we had not received it. The clerk to follow up

14. To Discuss Western Link Consultation

The Chair reported to the council that a report had been sent to him and that he was dismayed at the lack of progress on this item

15. Public Participation

Standing orders were suspended

No Public participation.

Standing orders reinstated

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16. Correspondence received and response or action required

The clerk reported on two items and the chair one item as follows:-

- Playing field association garden Party that he would be attending and collect as much information as possible on the day regarding play inspections training for staff, play equipment and any other information he could find and report to the next meeting.
- Sundown and Reload Festival
The clerk had circulated a document from the organisers to all councillors for discussion and the chair commented he had tried to contact the organisers himself to no avail. The clerk to continue looking into the proposals with the organisers and report to the council.
- The chair reported that Azbag had contacted him regarding our CIL payments and informed him that once the NH Plan document was adopted it would ensure our CIL payments would increase to 25%. This would really help with the funding of the new village hall that was being paid for by SNDC and BDC once the new development had started. The new village hall would be run and administered by the parish council but they would work in tandem with other organisations and look at how other parishes run theirs.

17. Outstanding Issues

None reported

18. AOB

Councillor MCO brought up the issue of the dog bin near Easton College and he would work with the clerk to get quotes. The notice board outside the village hall was in a bad state and the clerk to also get quotes for this.

19. Agenda Items for next meeting

Noticeboard quotes
Dog Bin quotes
Update from Highways England

20. Dates to Note

- NHP Plan meeting 15/6/17
- Next Parish Council Meeting 3rd July 2017

Meeting Closed 8.50pm