

## **MINUTES OF MEETING OF EASTON PARISH COUNCIL HELD ON 9<sup>th</sup> NOVEMBER 2015 AT 7.30 PM IN THE VILLAGE HALL**

Present: Cllrs Ford (Chair) (LF), Bailey (JB), Caton (MC), Chisholm (CC), and Hart (MH)

In attendance: Heidi Frary (Clerk) and 9 members of the public

LF opened the meeting and welcomed MC to the Council. He confirmed that he had completed all his paperwork and submitted his declaration of interests form to SNC.

### **1. Apologies.**

Cllr Peter Milliken (PM) and Mike Jobling (MJ).

### **• To receive declarations of interest in items on the agenda and any requests for dispensation**

LF, MH and JB are allotment holders

JB campaigned against planning application 2014/2611

The meeting was suspended at 7.31pm to allow the public to speak

### **4. Adjournment for Public Participation**

- A resident informed the Council that the bus shelter is in need of washing and varnishing.
- A resident asked for an update about the defibrillator project and how donations by cheque can be made.
- A resident asked for St Peters path to be swept.
- A resident asked the Council for information after a facebook post by another resident claimed that there was asbestos in the parish. LF suggested that they contact SNC Environmental Protection team for advice.

Meeting opened at 7.40pm

- **MH to contact Mr Ditton and ask him to look into the bus shelter complaint**
- **Clerk to chase SNC and Highways Rangers to request St Peters Path be swept**
- **Clerk to contact SNC Environmental Protection to ask if there is any known asbestos in the village.**

### **3. Presentation by Anglian Water**

Matt Kirk, Anglian Water gave a presentation which will be available on the website. He noted that the current water system does not have the capacity for an extra 907 houses. It is unlikely that there would be another water tower as there are other ways used to meet increased demand on supply. Any necessary works are always funded by developers and not by residents. He confirmed that the existing water supply would not be in jeopardy at any point during any large scale development.

The planned works should begin in Spring 2016 and all works will be localized to the watertower site and Marlingford Way. A resident explained that the lightening conductor had failed in the past and not been replaced. Mr Kirk agreed to report this to the works manager.

Mr Kirk left the meeting at 8.10pm

**5. To receive reports from:**

- **Police Community Support Officer and crime figures.** The crime stats were shared. It was noted that a half marathon will be held later in the month and residents were asked to be patient when roads are closed. Information is already on the website and **CC to put information on Facebook.**

• **To approve the minutes of the Parish Council meeting of 12<sup>th</sup> October 2015**

The minutes had been previously circulated and were agreed with the following amendments:

Payment Schedule – wages should say October payments

Buxton Road should read Buxton Close

Proposed: JB, seconded: MC

**7. To report matters arising from the minutes not on the agenda, for information only**

The path outside Diocesan House has been cleared and the hedges cut by NCC contractors but they left the rubbish in ditches. **Clerk to report to Paul Sellick, Highways**

**8. To make recommendations on planning applications, note decisions and other planning matters**

- 2015/2367: 11 Bawburgh Road, Easton – Proposed single storey front extension. No views or comments. Proposed: CC, seconded: JB
- 2015/2349: Hollyoaks, Marlingford Road – 3 travellers pitches on existing travellers site with associated utility buildings and hard standings for caravans. There was lengthy discussion and after a vote it was agreed that the Parish Council would recommend rejection. They feel that putting large amenity buildings on each pitch is changing the location from being a travellers site into a place of more permanent residence which is against the original designation. Proposed: MH, seconded: MC and three votes in favour.
- 2015/0539: The Ash Trees, Bawburgh Road. APPEAL against refusal regarding the replacement of existing mobile home with bungalow. No further comments
- Decision Notices including refusal of application 2015/0494 (St Athanasius Coptic Church). Noted

**9. To update (where available) about the following ongoing issues:**

- **Neighbourhood Plan.** A report is on the website and JB led the meeting through the document.

- **Food Hub.** There is nothing to report. LF has contacted Colton and Marlingford Parish Councils and will give regular updates.
- **Planning application 2014/2611.** A detailed application for the first few plots is expected in the near future.

Meeting suspended at 8.35pm to allow the public to speak

A resident wished to make it clear that Easton Parish Vision website is the new Village Hall Committee website and is not linked with either Easton Matters or Easton Parish Council. They read extracts from the site expressing their concern that various areas for planned development had been rejected in the past.

Meeting opened at 8.50pm

LF agreed to contact SNC to ask for information about the planning rejections.  
**LF to action.**

She suggested that any issues with the website should be raised directly with the webhosts.

**10. To receive progress reports and agree any further action required regarding:**

- **Parish Allotments.** MH has contacted nearly all plot holders to discuss the possible relocation. The paperwork is with PM to present to SNC planning. The new letting agreement in January will state the Council can withdraw plots from holders if they are not used for one year. The waiting list will also be updated. **To add to a future agenda**
- **Village Defibrillator.** LF to speak to the village hall committee. The fund raising committee are very active.

Meeting suspended at 9.01pm to allow the public to speak

Much information has been gathered and a flyer has been circulated with the Grapevine. Grants are available however they are time limited and the village need to have raised the first £400 before applying. An update will be placed in the next edition of The Grapevine and on Facebook Thanks were recorded for all the work of the volunteers

- **Wifi for the Village Hall.** LF to report back after then next Village Hall meeting.

**11. To update progress towards receiving quotes for grounds maintenance and grass cutting within the Parish.**

MH is awaiting quotes. **To add to a future agenda.**

**12. To consider contacting Highways about access issues between Kennedy Close and Dereham Road.**

The 'hurdles' along the footpath cause an obstruction for mobility scooters. It was confirmed that this is not a DDA complaint. **The Clerk to contact Highways for advice**

**13. To report back from the Extraordinary Parish Meeting**

LF explained that the meeting had been held because it was requested by the parish and in particular PM. She reminded the meeting that EAS1 has to provide a community heart and it will be down to the developers to provide this land if the parish land is sold. Concerns were raised over the possible contamination of the recommended site and MH requested independent tests before accepting the location.

LF explained that there would be no polling cards for the Parish Poll and suggested that the council could make a flyer to inform people about it. The Clerk reminded the Council that care must be given to ensure that the information is totally unbiased. CC to make an initial draft of a flyer for Councillors to discuss. **CC to action.**

MH informed the meeting that she has much paperwork at her house which may be relevant however cannot store it all. It was agreed that MC would store the paperwork for the time being.

**14. To consider applying to SNC for a grant for trees in the Parish.**

MC to look at the paperwork to see if the Parish Council own the Marlingford Way verges and could apply for trees.

**15. Accounts**

- **To receive a budget update.** The Clerk created a budget against actual spread sheet for the Council. This was discussed.
- **To approve the payments for November 2015**

Payee	Reason	Chq No	Net £	VAT £	Gross £
H Frary	Reimbursements (October)	194			69.94
HMRC	Period end 5 December 2015	195			151.60
Mrs Cordy	Litter & College Heights November	196			100.00
Mr Ditton	Bus Shelters- November	197			40.00
Mr Harrowven	Jubilee Playing Field - November	198			40.00
Came & Co	Extra insurance premium due	199			66.78
Norfolk ALC	Training for L Ford & P Milliken	200			30.00
Mazars LLP	External Audit fee	201	225.00	45.00	270.00
Mrs Cordy	Bin Bags	202			1.75
Ribbonsdale	Grasscutting	203	549.34	109.86	659.20

These were agreed. Proposed: LF, seconded: JB

- **To accept a quote of £130 to trim shrubs on Jubilee playing field south side / Buxton Close.** Agreed. Proposed: LF, seconded: MH. It was noted that the Parish Council own a hedge trimmer and in future a volunteer may be prepared to complete the work on behalf of the Council.
  - **To offer training on playground inspection to staff and agree to pay for the course**  
The Clerk has contacted all staff and asked them for a copy of their contract, training needs and any ppe requirements. So far the only request has been for a high visibility jacket. **To be added to the next agenda**
- 16. To receive the Clerks list of actions / information that need undertaking**  
This had been updated and circulated before the meeting
- 17. To adopt financial risk assessment, general risk assessments & disciplinary policy.**  
The risk assessments had been circulated outside the meeting and were agreed. Proposed: LF, seconded: MC.  
The policy to be added to the next agenda. **LF to action**
- 18. To confirm submission of a Parish Partnership bid for lower Easton**  
LF is writing the bid and will submit to Highways before the deadline.
- 19. To consider correspondence received and agree a response or other action;**
- **NCC – Strategic and Financial Planning Consultation. Clerk to forward to CC**
  - **SNC – Confirmation of adoption of local plan.** Retained by the Clerk
- **Agenda items for the next Parish Council meeting**  
Grass cutting, Parish Poll feedback, initial precept discussions ready to be agreed before the January deadline
  - **Dates to Note:** Councillor Drop-in – 26<sup>th</sup> November 6 – 9pm. Next Parish Council meeting – 14 December 2015 7.30pm.

Meeting closed at 9.20pm