

MINUTES OF MEETING OF EASTON PARISH COUNCIL HELD ON 12th OCTOBER 2015 AT 7.30 PM IN THE VILLAGE HALL

Present: Cllrs Ford (Chair) (LF), Bailey (JB), Chisholm (CC), Hart (MH) and Jobling (MJ).

In attendance: Heidi Frary (Clerk), DC / CC Dewsbury (MD) and 12 members of the public

1. **Apologies.**

Cllr Peter Milliken (PM).

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

LF, MH and JB are allotment holders

3. **Presentation by Anglian Water**

MJ has been approached by Anglian Water via Savills and a representative has agreed to attend the next PC meeting to explain the work which needs to be done along Marlingford Way. MJ informed the meeting that Anglian Water have not started to look at a water supply for the new development but could confirm that the existing water tower cannot support the proposed increased growth.

4. **Adjournment for Public Participation**

The meeting was adjourned at 7.35pm

A resident queried the need for a closed meeting and felt that in the interests of transparency all meetings should be opened and filmed.

LF explained that anyone can film a meeting as long as they make it clear at the beginning of the meeting that they will be doing this to allow members of the public to move out of sight if they wish to. The Clerk explained that all parts of the meeting will be recorded in the minutes and displayed on the website along with all payments.

A resident provided a statement regarding the potential development within the village which is attached to the signed minutes and published on the Parish council website.

The meeting was resumed at 7.41pm

5. **To receive reports from:**

- **Police Community Support Officer and crime figures.** These will be added to the website when available and to The Grapevine if possible.
- **District & County Councillor, Margaret Dewsbury.** SNC are adopting their Local Plan imminently which will provide evidence of a five year housing supply which is key when looking at large scale applications. NCC are looking at devolution and working with other Councils to make efficiency savings.

6. **To approve the minutes of the Parish Council meeting of 14th September 2015**

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

Item 10b –lottery funding was suggested for play equipment only.

Item 16 – the date of the next meeting was incorrect

Proposed: MJ, seconded: MH

7. **To report matters arising from the minutes not on the agenda, for information only**
Item 3 – showground noise levels. There have been no further complaints.
Item 3 – flooding. PM has liaised with Paul Sellick, Highways and is looking at options. Extending the yellow lines are still being considered and Paul Sellick will make a site visit to look at the issue.
The Parish Website has been updated and will be used in conjunction with the village noticeboard to share information.
8. **To make recommendations on planning applications, note decisions and other planning matters**
None
9. **To update on Neighbourhood Plan and formally accept the Neighbourhood Plan grant.**
JB shared a report (available on the website). He added that newsletters will be delivered to all households in the Parish with an invitation to attend the launch event.
A neighbourhood grant of £8,000 was formally accepted. Proposed: JB, seconded: MH
10. **To delegate authority to the Chairman to speak to local Parish Councils regarding the Boundary Reform update**
LF attended a Chairman’s briefing at SNC where the Parish Council boundary review (June 2017/18) was discussed. She explained that the aim is to try and get local parishes to work together. She requested authority from the Council to begin to forge links with neighbouring parishes. This was agreed – proposed: MH, seconded: CC.
11. **To consider sites within the village for a defibrillator to be sited**
PM had written a report which the Clerk read to the meeting (available on the website)

Meeting suspended at 8.10pm to allow the public to speak.

A resident explained that the device is very simple to use and can hugely increase the chance of survival of a cardiac arrest.

A resident agreed to install a defibrillator at no cost.

It was suggested that the Parish Council should contact Mrs Alston and ask for a donation.

MD offered to give £200 towards the project from her members allowance.

Easton Crafters offered to hold a fundraising event.

Meeting resumed at 8.19pm

LF explained that the Village Hall committee who had previously been reluctant to give permission for the siting of a defibrillator on the village hall had perhaps not been given enough detail as to what was involved. She would consult with the village hall committee at their next meeting in November and give them all the information they needed. **LF to action**

An external light source, fundraising and location to be added to the next agenda once the Village Hall have been consulted. **Clerk to add to next agenda.**

It was agreed that the project should move forward if the Village Hall committee are supportive. The fundraising group to look to purchase the unit using funding from external sources if possible. Proposed: MH, seconded: JB

12. Report on discussion with village hall committee re installation of wi-fi in village hall

LF explained that the Parish Council would like to put wi-fi in the village hall. The Village Hall Committee have asked for the information to be presented at the next meeting. **LF to action**

13. To update on the situation regarding the election to fill the vacancy on the Parish Council and receive a letter from a resident regarding the cost to the Parish.

LF explained that there is a statutory notice period when there is a casual vacancy. If ten or more residents request an election then South Norfolk arrange the process otherwise the Parish Council can co-opt to fill the vacancy at a Parish Council meeting. As an election has been called in Easton the process will be controlled by South Norfolk Council and if contested, could cost the Parish up to £3,000.

Meeting suspended at 8.35pm

A resident read a letter expressing her views about the situation (available on the website). MH informed the meeting that if a resident wishes to view the names of people who have requested an election they need to visit SNC in person and ask to view the information. A member of the public who has put his name forward for election made a statement.

LF brought the discussion to a close and opened the meeting at 8.42pm

14. To receive progress reports and agree any further action required regarding;

• **Parish Allotments**

PM is trying to arrange an allotment holders meeting but it is difficult to find a date. MH has been approached by people who are concerned about the maintenance of plots.

MJ to speak to PM to confirm letter were sent to plot holders to remind them of the need to maintain their plot. **MJ to action**

15. To receive and accept quotes for trimming of the Jubilee Playing Field hedge and to agree the revised contracts for grounds maintenance and grass cutting within the Parish boundary.

MH and MJ have been working together to look at grass cutting requirements in the parish. Quotes will be sought and brought to the next meeting.

It was noted that money has been allocated for maintenance of College Heights and residents were requested not to complete the work themselves.

Play area reporting was discussed and it was agreed that MJ, MH and the Clerk should meet to look at both issues. **Clerk to arrange meeting.**

The most competitive quote for hedge cutting on Jubilee Playing Field along Woodview Road was £175. It was agreed to proceed. Proposed: CC, seconded MH. **MH to chase hedge cutting at Buxton Road.**

16. Accounts

- To approve the payments for October 2015

Payee	Reason	Net £	VAT £	Gross £
Mr Harrowvven	Jubilee Playing Field - September			40.00
Mr Ditton	Bus Shelters- September			40.00
Mrs Cordy	Litter & College Heights September			100.00
Diana Dring	Locum Clerk 1-30 September			535.37
Ribbonsdale Nurseries	Grass Cutting for September	549.34	109.86	659.20
Norfolk Diocesan Board of Finance	Glebe Rent			60.00
P Milliken	Laptop bag	6.33	1.27	7.60
P Milliken	Website set up fee	62.91	12.58	75.49
P Milliken	Domain fee	3.49	0.70	4.19
P Milliken	Lenovo Notebook	229.10	45.82	274.92
Easton Good Companions	Donation			30.00
Easton Village Hall	Donation towards Christmas Bingo			30.00
ABZAG	Neighbourhood Plan (as per schedule)	2,600.00	520.00	3,120.00

These were agreed. HMRC to be paid outside the meeting when the situation has been clarified. Proposed: JB, seconded: CC

POST MEETING NOTE – a payment of £378.71 was made outside the meeting.

- **To agree to the payment of the Clerk by monthly standing order**
Proposed: JB, seconded: MH

2 members of the public left the meeting

- **To confirm the continuing insurance cover with Came & Co**
The Clerk confirmed that the insurance had been renewed and back dated. The council are tied to Came & Co for a further year. Payment of £1,268.92 was agreed. Proposed: LF, seconded: MH
- **To confirm the application for funding for IT equipment and associated costs to assist the Council in complying with the Transparency Act.**
LF explained that there is a grant available from Central Government for IT equipment. She has the forms and will apply. Proposed: CC, seconded: MH
- **To agree cheque signatories and change the correspondence address for Parish Council bank accounts**

Currently JB and MJ are the only signatories. It was agreed to add MH and PM and to change the correspondence address to the Clerk. Proposed: MH, seconded: CC.

Clerk to action

17. **“The Council resolves under Regulation 3(1) of the Local Government Pension Scheme Regulations 2013 that Easton Parish Council should be designated as being eligible for membership of the LGPS with effect from 1st November 2015.”**
Proposed: JB, seconded: CC
18. **To receive the Clerks list of actions / information that need undertaking**
The Clerk circulated a list which is available on the website. This will be updated at every meeting.
19. **To consider correspondence received and agree a response or other action;**
 - **Parish Partnership Information.**
LF suggested a road sign for Lower Easton saying that the road narrows to a single lane to inform HGV drivers before they drive down the unsuitable road. Clerk to find an accurate cost and report to the next meeting. **Clerk to action and add to next agenda.**
 - **City of Norwich half marathon route for 22nd November 2015**
Available on the website
 - **To confirm that the FOI request given to the Council at the last meeting has been answered.**
The Clerk confirmed that the initial request had been answered which led to a follow up question. This has been acknowledged and the information is being sought to allow a full response.
 - **Autumn Leaf Clearance.**
The Clerk has received a request for roads / paths which require a sweep to remove fallen leaves. St Peters Path was suggested. **Clerk to report**
20. **Agenda items for the next Parish Council meeting**
Consideration of applying for a grant for Trees available through SNC
The Food Hub and Planning application 2014/2611 to be added as regular agenda items
21. **Dates to Note:** Councillor Drop-in and Neighbourhood Plan Workshop – 31st October 2 – 5pm. Next Parish Council meeting – 8 November 2015 7.30pm.

Meeting closed at 9.20pm