

EASTON PARISH COUNCIL

Minutes of a meeting of the Parish Council held at Easton Village Hall, Marlingford Road, Easton on Monday 13 June 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

10 members of the public attended

1. Apologies

Apologies were received from Jonathan Bailey, Claire Chisolm and Linda Ford. These were all agreed to be accepted. **Proposed MJ seconded MC**

2. Declarations of Interest and any requests for Dispensation

None were declared

3. Public Participation

Standing orders were suspended

A parishioner brought up the subject of the grass being cut at the churchyard in time for a wedding. PM gave an assurance this would be done in time MJ also confirmed he had spoken to the contractor and it would be done in time. A parishioner also asked about the minutes/agenda on the website and was assured by PM that these were up to date and available. A question was raised about the food hub and PM confirmed this would be dealt with at a single item agenda on the 27th June. Another parishioner asked about the possibility of the protest group RAID speaking at this meeting. PM asked who the group were and no information was forthcoming from the parishioner until they admitted they were Easton Raid group. MJ asked if the clerk could confirm if they would be allowed to speak and he confirmed he was unsure and would look into the matter. Finally the clerk commented he had received a complaint from a resident regarding a leaflet posted through their door regarding RAID as she thought it came from the Parish Council. He confirmed to the complainant that the leaflet was nothing to do with the parish council

Standing orders reinstated

Nigel Briggs from SSY group then joined the meeting and gave a full breakdown of what would be happening regarding traffic management when the Norfolk show was on and how it would affect the village. He informed the meeting that there was a full traffic plan in place and that the 138 signs would go up a lot earlier this year. He also informed the meeting of the telephone number to contact if there are significant problems. PM said he would put this on the website along with the traffic plans. PM then thanked Nigel for coming to speak to the meeting and Nigel left the meeting

4. Defibrillator update and presentation from Community Heart Trust

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PM informed the meeting that the defibrillator had been installed and introduced Martin Lander to the meeting and he then gave a full and concise presentation regarding the defibrillator and the training and extra items the parish would receive since we purchased the defibrillator. PM thanked Martin for his presentation as he left the meeting and asked the clerk to minute his thanks to Daylight Norfolk Company for installing and providing the materials to allow this to be done. The clerk then informed the meeting he had received a further donation from the table tennis club and he was asked by PM to send them a letter thanking them

5. Reports

- **Police and Community support officer**

It was reported to the meeting that there 4 incidents in May, 1 burglary, 1 dog related incident, 2 non-disclosable. 6 in June 1 burglary, 1 assault, 1 common assault, 1 public order and 2 non disclosable. 2 items were further raised by MJ regarding children jumping on the back of the grass cutting contractor's mower and by PM regarding sexual assault he had heard of. The PCSO reported he had no knowledge of this but would investigate both items.

- **District and County Councillor Margaret Dewsbury**

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 that St Peters School had received a good inspection report and finally that the EDP along with the library would be running a writing competition.

6. To approve the minutes of the meeting held 9th May 2016

These were approved with no amendments **Proposed MJ, Seconded MC**

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

Clerk had received no reply from the school regarding the letter he had sent

- Planning Application 2016/1018 was discussed at length and the clerk was asked to contact SNDC regarding the footprint size
- Judicial Review.

The clerk had received a reply from NALC that he had forwarded to all councillors electronically and it was agreed to take NALC's advice and the item be removed from further agendas

8. Updates on ongoing issues:

- **Neighbourhood Plan**

Vice Chairman Jan Hudson gave a breakdown of the recent meeting herself, Shaun Vincent and David Cork had attended at SNDC and it was agreed to accept their offer of £6000 with no restrictions towards the neighbourhood plan. The clerk was asked to email SNDC and accept the offer ASAP.

- **Food Hub**

There will be a meeting a single agenda meeting on the 27th June at 7.30pm at The village Hall Marlingford Road Easton when the item will be open to a full public discussion

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9. Progress Reports and any further action required

• Parish Allotments

The clerk reported he was still working on this and was asked by PM if we could have a volunteer working with him. He informed PM he would ask NALC for guidance on this as he was unsure

• College Heights

MJ had contacted Norse regarding the contract as discussed at the last meeting and they were very expensive. It was agreed the council would go with the cheaper option of Gary Lake's quote. MJ then informed the meeting that spraying would begin on the weeds and it would cost £200 every 2 months. **Proposed JH, Seconded MC. All councillors agreed this should happen.** MJ also reported the vandalism he had been informed of and informed the meeting he would monitor this

10. Update on grounds maintenance and grass cutting

Councillor MJ informed the meeting that everything had been completed but there had been some delays due to the weather but everything was now on track. MJ also reported that we needed a new lock for the children's play area as he had removed the old one as the contractor could not get his equipment into the area to cut the grass. **Proposed JH, Seconded MC. All councillors agreed this should happen.**

15. 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 21st June at JH house.

• To Approve Payments for June 2016

HMRC	£443.12
Anne Barnes Int Auditor	£129
Alan Arber Clerk	£623.02
Mr Ditton	£40
Mr Harrowzden	£40
Mrs Cordy	£100
Gary Lake (Grass Cutting)	£275
NALC subscription	£235.37
Community Heart Trust	£2394
Anglian Water	£29.47
Azbag	£4380

• To discuss Internal Audit and agree and approve Internal Audit

The clerk gave a short summary of the Internal Audit and the issues that had been brought up. There were 11 separate items brought up by the internal auditor and the clerk reported he had now implemented most of these items with only 3 left to finish. It was agreed to accept the Internal Audit. **Proposed JH seconded MC**

• To accept the Annual return

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It was agreed to accept the annual return. **Proposed JH seconded MC**

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

It was agreed that we needed more signatories on the Parish Bank account and the newly formed finance committee would arrange to get the necessary forms to do this ASAP. At the next meeting the clerk will bring the forms

- **Precept Investigation**

The clerk addressed the meeting on this item and it was agreed to forward the details to the newly formed Finance Committee to act and report to the full council

13. **Communications Policy**

This item would be deferred to the next meeting as the policy needed more work on it and would be finished so we could adopt this at the next meeting

14. **Councillor and Clerks Training**

The clerk reported he had received the training schedule and would look at both NALC and LPAS training schedules and report back to the next meeting. He informed the meeting he would also look into running a training course in house and invite local councils to join in.

15. **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 to defer till further quotes had been received.

16. **Correspondence received and response or action required**

A letter had been received from a resident reference concerns on college heights and it was agreed to monitor this problem alongside the police and their ongoing enquiries. It was also discussed a leaflet going out in the grapevine ref the food hub regarding the Parish Councils views on this. PM said it will not be dealt with till after the single agenda item meeting on the 27th June

17. **Agenda Items for next Parish Meeting**

MUGA
Communications Policy
Training
Notice Boards
Neighbourhood Plan
College Heights
Food Hub
Allotments
Defib Training

18. **AOB**

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The clerk then informed the meeting his contract was up for discussion and that he had done his probation period and a decision needed to be made as to whether he would continue his role by the parish Council. It was agreed that the clerk was doing a good job and should continue in his role with his probation period successfully worked.

Proposed MJ seconded JH. All councillors present agreed with the decision. The clerk thanked the committee and accepted their offer to stay on with an already agreed one point rise on the salary scale after completing a successful probation period.

19. Dates to Note

- Next Neighbourhood Plan meeting 7th July 2016
- Next Parish Council Meeting 11th July 2016
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There being no further business the meeting closed at 9.28pm.

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