

Easton Parish Council

Minutes of the Meeting of Easton Parish Council held at
Easton Village Hall, Marlingford Road, Easton on
Monday 3rd June 2019 at 7.30pm

1. Chairs welcome

Action

Present Peter Milliken PM Mike Jobling MJ
 Jan Hudson JH Mike Bowman MB
 Mark Caton MCa Gillian Landles GL
 Mark Cordy MCo
 Francis Woodcock - clerk (FW)

There were 3 members of the public present

2. Apologies for absence Ian Norman (IN)

3. There were no declarations of interest or requests for dispensation.

4. The minutes of the AGM of 13th May 2019 were approved – proposed MCa, seconded MJ, all in favour.

5. Matters arising from the minutes not on the agenda elsewhere (for information only)

Re agenda item 15. Review of allotment water costs. It was noted that the letter to allotment users would be issued by 7th June 2019.

FW/MJ

6. Food Hub Update

David Bond from Condimentum gave a presentation on the latest works taking place on the Food Enterprise Zone site. The groundworks and access roads were currently going in and the steel work for the buildings had been ordered and would arrive on site on standard 40ft lorries from the start of July, approx. 2 per week for a 6/7 week period. Welding of the steel structure lengths on site reduced the need for larger lorries needing to negotiate the roads around Easton. Cladding material for the buildings has been chosen with a graduated colour scheme from the ground up of dark green to grey on the roof. Plans for the new buildings would be made available and communicated to parishioners via the website. David Bond was thanked for his presentation.

PM

7. CLT Update and housing development

It was reported that the launch day for the CLT to the residents of Easton and to seek membership would be 21st June 2019 via a stall at St Peter's school fete. The board of trustees would be in attendance (identified by dressing in special white T Shirts printed for the day). This would promote awareness of the organisation and

membership fees of £1 would be taken on the day. Banners and promotional material are being produced ahead of the event.

On the development details of the latest plans were given out including a play area within the central part of the scheme. The final planning application would be submitted during the forthcoming week, likely to remain at 64 houses but then available for minor adjustment after. The view of Easton CLT was that it would be an advantage if there were a number of adapted 1 bedroom properties made available. As well as funding £30K of play equipment for the new playground, it was also noted that play equipment worth approx. £68K would likely be provided for the other play areas in Easton, and especially those on St Peter's Drive and Cardinal Close, should SNDC be willing to hand these over to the Parish Council for responsibility. Final plans for the development including the landscaping plans would be put up on the website and in the village hall when available. **FW/PM**

8. Adjournment for public participation

It was reported that the street lights near St Peter's Church had been shot out again, and a further light at the other end of the village.

There was evidence of drug use on the field near the church, woodland walk and the allotments.

9. Planning applications.

Frontier Chemicals application BDC20190022. It was reported that the application had currently been pulled but remained live with Broadland DC pending an internal review by the company. At an earlier meeting of the Food Hub Liaison Group it was requested by the parish councils and acknowledged by Broadland that all the facts of the application would be made available as part of the consultation.

There were no new planning applications brought to the Parish Council.

10. Setting up a Planning Committee

Discussion of the Terms of Reference for the committee would be delayed until both MB and IN were in attendance. Councillor contact details to be circulated by the clerk. **FW**

11. DC/CC Margaret Dewsbury reported that a number of grants were available in the current financial year and had historically been under-subscribed.

There was a SNDC members grant of £1000 to be spent by December 2019 for specifically for her wards. In addition a "Go for it " grant of up to £300 could be made by new groups in SNDC for start-up costs. There was also £50,000 of grants made available through the Community Action Fund which could be applied for.

12. Finance Sub Committee

- i. The financial position was reviewed with a schedule of year end reserves that identified an Earmarked Funds balance of £45,505 and a General Fund balance of £2,007 which had grown to £9,207 by 31st May 2019. A further sum of £8,579 was expected to be received within the next month which would increase this total to £17,786. The Council agreed to maintain a General Fund into the future of £15,000 for contingency purposes, proposed by MCa, seconded PM, all in favour. It was noted with concern that the Government's Governance & Accountability Guide recommends a minimum of six month's annual revenue expenditure be kept as a contingency in the General Fund. And for parish councils, this usually equates to half the district council's annual precept, implying that the finances at this level of government could be considered as fragile.
- ii. The annual accounting statements for 2018/19 were presented and approved.
- iii. The annual governance statement was presented and approved.
- iv. Minutes from the Finance & Governance meeting of April 8th and 29th May 2019 were approved, together with May's payments.
- v. The Council agreed a donation request from the Good Companions of £50.

13. Correspondence received requiring action

Councillors would look at the training course dates available for new councillor training, provided by both PTS and NALC. The clerk would provide information on the NALC training available. FW

The Council agreed to continue with its Community Action Norfolk membership at the silver membership level. Clerk to raise payment and notify CAN. FW

The clerk would raise an invoice to NCC for £193.72 re grass cutting as detailed in their purchase order 633220. FW

There was correspondence received from Highways to reinstate the Lorry Watch scheme. NCC would be contacted to confirm how the information collected would be utilised and whether the scheme would definitely be going ahead before the Parish Council asked for volunteers. PM

It was reported for information only that the contractors for the FEZ electric cabling would not be utilising the Dereham Road development site prior to commencing building work.

An invitation had been given to the Parish Council to attend a consultation meeting with Jane Townsend from Easton/Ottley College together with Penny

Goodman from the Diocese of Norwich on 20th June 2019. PM asked whether any councillors would like to attend in his place. JH expressed an interest.

14. Agenda items for the next Parish meetings

- Discuss terms of reference for the new planning committee.
- Defibrillator spares requirement and costs

15. Urgent matters to be brought to the attention of the council

The need for spare batteries and pads for the defribulator were discussed. It was proposed MJ take on responsibility for the machine, proposed MCa, seconded PM, all in favour. PM would arrange for MJ to gain access to the dedicated website and for a training session. **PM/MJ**

The need to extend the grass cutting work around St Peter's Church graveyard was discussed. A quote for the additional work would be obtained with costs borne from the earmarked church graveyard fund, as this work would fall under the definition of activities to assist in the preparation of the site for use. **MJ**

It was reported that CGM had still not forwarded their first invoice for the grass cuttings contract for the year. This would be chased. **MJ**

A complaint had been brought about the position of signs regarding the recent Bawburgh Road closure. However for reference this would be a matter for NCC's traffic management division to resolve.

It was noted that Easton College horseboxes are coming down Marlingford Road which causes traffic issues at times. No further action.

The new road signage around the school was discussed. It was felt that the yellow double lines could be extended around the bend to Marlingford Way when the next round of painting was to go ahead in the summer. PM to discuss with Bob Wade. **PM**

16. Dates to note:

Next Finance + Governance committee meeting Wednesday 19th June 2019,
7.30pm at the Village Hall

Easton Council meeting, 1st July 2019, 7.30pm, Easton Village Hall.

The meeting closed at 9.15pm.

May payments

Clerks travel + Phone	38.50
J Cordy - May	100.00
F Woodcock - May	619.22
Wave water bill	260.94
MJ expenses	11.20
M Ditton Community Car Scheme	280.15
A Barnes - Internal audit fee	140.00
Norfolk Economy Pallets - posts for signs	60.00
Total payments	<u>1510.01</u>

Signed : Peter Milliken, Chair