

Easton Parish Council

Minutes of the Meeting of Easton Parish Council held at
Easton Village Hall, Marlingford Road, Easton on
Monday 4th November 2019 at 7.30pm

1. Chairs welcome Action

Present	Peter Milliken PM	Mike Jobling MJ
	Jan Hudson JH	Mike Bowman MB
	Mark Caton MCo	Mark Cordy MCo
	David Lewis DL	
	Francis Woodcock - clerk FW	

There were 4 members of the public attending.

2. Apologies for absence: Ian Norman IN, Gillian Landles GL
3. There were no declarations of interest
4. The minutes of the meeting of 7th October were approved – proposed JH, seconded MCo, agreed unanimously.
5. There was no report available from County and District Councillor Margaret Dewsbury.

6. **Adjournment for public participation**

A question from the public was asked about when the County Broadband scheme could be looked into further for the Village. This would be included as an agenda item for a future council meeting. The matter of the tree clearance at Diocesan House was raised. Specifically, concern was raised that there could be a loss of tree cover and so would new trees be planted. It was confirmed that this was maintenance work only and no additional trees would be planted.

7. Existing updates:

- Trod damage (showground). The contractors, UIP had undertaken this work but there was one dip in the bund which would require soil added.
- Church Lane vehicle damage. Highways had sent a road-sweeper in to clear the mud off the road. There was waterlogging from an uneven road surface but remedial action would not likely be taken by them for a year. The banks and posts put in to protect the trod were still damaged and James Alston would be informed. **PM**
- Damage to Hedge by contractor UIP. It was reported that UIP had offered to plant 6 cherry blossom trees of different types at the Church as compensation to the Village for the damage, They would ensure that a security bund was installed where the damage took place to prevent unauthorised access. They would also provide a link point to the electrical supply for the development. The general view was that with the new housing development about to start at the location, there was little point insisting that the hedge be put back and to

take further legal action to recover legal costs to date and to pursue the matter on a point of principle. This would then involve the additional cost of employing a barrister. Final solicitor's costs to date were £1,200 which could be deferred until monies had been received from the Dereham Road land sale. Councillors agreed to the costs and voted to halt further legal action but to ensure all agreed works were completed as outlined formally in writing by the Council's solicitor. Proposed PM, seconded MCA, all in favour.

- Agreement to transfer Cardinal Close and St Peter's Drive play spaces to Easton Parish Council. This has been agreed in principal by South Norfolk Council and a legal pack with the title deeds would be drawn up. £15K would be made available to each site by the Dereham road developers for play equipment suitable for the Under 8's. The playground theme for Cardinal Close would be similar to the Jubilee Playground, with a nautical theme for the equipment in St Peter's Drive. The question of fencing was raised which would need to be factored in to the cost.

SNC would be asked for a contribution to grass cutting and boundary maintenance for some years. **PM**

It was noted that an additional cost for grounds maintenance for the two parks plus playground inspection fees would need to be incorporated into the budget for 2020. **FW**

8. Key points raised by Easton Parish Council at the meeting with Persimmon/SNDC to discuss the Design Code application 2019/1963.

- No public footpath to come through Jubilee Playground.
- Re parking, the 2017 Easton Neighbourhood Plan (ENP) requirements should take precedent over the NCC 2007 parking policy.
- All roads to be adoptable even if not initially adopted. This was a requirement stipulated by NCC for inclusion within the ENP.
- Green Zone buffers stipulated in the ENP are up to 10M in width. The Persimmon Design Code shows these at 3M to 5M.
- Existing hedges to be retained throughout the development timescale within the proposed green zone buffers bordering existing properties. They are not to be removed and reinstated as part of the build process.

Persimmon identified that of the five building sites, Phase 5 north of Dereham Road, would only be developed as a result of commercial consideration at a later date.

CC and DC Margaret Dewsbury would arrange for the completed Design Code to go before District Cabinet for decision.

8.1 For decision: Leaflet drop to residents living along the green buffer zones. It was proposed that the Council spend up to £150, for additional stationery, village hall hire and clerks time in order to invite named parishioners whose

properties are next to the buffer zone, to a consultation meeting to hear their views on the matter. Clerk to obtain the electoral roll and draft letter. **FW**

The Green Zone Buffer would impact a number of properties on Woodview Road, Buxton Road, Parker Close and Dereham Road.

Proposed JH, seconded MJ, all in favour.

8.2 For information: Update from discussion at the Finance & Governance meeting held on 30th October 2019. Persimmon Design Code elements for a proposed new Village Hall.

In the longer term additional CIL monies would be made available from the proposed Persimmon development. A large part of this would be used to fit out a new village hall with the land and shell of the building being paid for by South Norfolk Council as laid out in the original S.106 agreement for the development. It was suggested that South Norfolk Council might be amenable to the idea of building the new village hall at the commencement of the Persimmon development, borrowing against future CIL monies.

Existing earmarked reserves for the new village hall totalling £18,863 were available. It was agreed at the Finance & Governance meeting that some of these funds could be well spent commissioning a firm of architects to produce plans for a turnkey village hall as soon as possible. By producing a design build for the new village hall this would assist the Parish Council in its negotiations with both South Norfolk and Persimmon to ensure it achieved the desired specification and reaching agreement to bring forward the timing of the build. Thus far quotes had been obtained from the following architects: WT Designs Ltd, One Planning Consultants with Lambert Bardsley Reeve, and Hudson Architects.

The Council discussed the type and style of building that could be built. It was felt that the additional cost of an “award driven” scheme should not be adopted. The design should be efficient with the use of solar and battery back-up. It could be constructed from local mixed materials.

Adjournment for public participation

A question was asked about the wildlife that currently lived in the countryside areas that would be lost to the new development. This was acknowledged. Concern was raised that hedgerows had been air-brushed out the Persimmon Design code. A question was raised on whether any work had been done as part of the planning application to understand the bat flight paths.

9. Planning Applications

9.1 Dereham Road development.. Monies coming to the Parish Council from the development are expected to be received at the start of April 2020. Currently additional site tests were being carried out.

9.2 There were no time limited applications received.

10. Finance Sub Committee

- i. The financial position was reviewed and a schedule of year end reserves tabled that identified total funds of £63,761 containing a General Fund balance of £18,192. Incorporating projected costs for the remainder of the financial year, it was forecast that the Council would have general fund balance of £15,168. The Council agreed that the Finance & Governance committee would review the clerk's hours at its next meeting.
- ii. A schedule of October payments was received -see below.
- iii. Amendments to standing orders were approved.

Para 17 c Accounting and Accounting Statements for payment authorisation

"where electronic banking is used, arrangements should ensure that at least 2 authorised signatories are involved in any one transaction, one of whom must be a councillor. A second manual authorisation from an authorised signatory must be obtained. Direct debits and standing orders are permitted if approved first by the Council or Finance and Governance Committee."

A further change to standing orders was also approved to bring *Para 18c Financial controls and Procurement* in line with the NALC adopted standing financial instructions. This states that proposed contracts with an estimated value in excess of £50,000 shall be procured on the basis of a formal tender. The previous value stated was £60,000.

Proposed PM, seconded MCo, all in favour.

- iv. The 2019-20 Investment Plan was presented as part of the forthcoming development of a formal capital strategy for the Council.

11. Correspondence received requiring action

A resident had complained about being blocked in along Marlingford Road. It was reported that this would only be a police matter in a situation endangering life or limb, for example on a corner, but not where parking was preventing access or exit from property. However, the Police were willing to produce a traffic offence report where the evidence was collected and submitted to them.

A more serious incident was reported where someone had parked blocking a lane in the road close to St Peter's Church next to the traffic island. This would be considered a traffic offence. PM would contact the associate priest Rev'd Penny Goodman over the matter. **PM**

It was noted that a legal order has to be lifted before the proposed car park can be developed along the piece of tarmac alongside the church. A question was raised as to why the car park in Diocesan House could not be made accessible to church visitors.

Notice was received that the Teardrop roundabout road layout changes would be going ahead in the New Year. Parish Council opposition would be relayed to Tim McCabe and Liz Pull at NCC Highways department. **PM**

A letter had been received regarding the new School to be built in Easton from Isobel Horner. A reply would be made advising her of the 2014 geological investigations into the earlier pits dug and the need for possible clean-up of the site on health grounds. **PM**

Correspondence was received regarding a neighbourhood dispute on the disposal of fallen leaves from a garden into the pile on the road and whether this was an act of fly tipping. The complainant would be advised to make direct contact with SNC Environmental Department. **FW**

12. Agenda items for forthcoming Parish meetings

- Persimmon update – Residents consultation
- Invitation to Spire Property Services re Diocesan House application

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

MCo reported that the bin lid on the new bus shelter had been broken off.

14. Dates to note:

Easton Council meeting, 2nd December 2019, 7.30pm, Easton Village Hall
Finance + Gov. Committee 18th December 2019, Easton Village Hall 7.30pm
Easton Council meeting, 6th January 2020, **7.00pm**, Easton Village Hall

The meeting closed at 9.30pm.

Signed : Peter Milliken, Chair

October payments

PKF audit fees		360.00
Playground Inspection Co - annual inspection		234.00
Community Action Suffolk		670.32
Wave - allotment water		82.86
Diocesan House - glebe rent		60.00
Clerk costs	Clerks travel and phone	64.50
F Woodcock Oct		619.22
J Cordy Oct		100.00
Anne Barnes - internal audit		184.00
CGM - September 2019 - grass cutting		512.63
ABZAG - neighbourhood plan advice		5040.00
P Milliken - printing costs re neighbourhood plan	160.11	
- 1&1 web hosting costs 1/10/2019 to 1/10/2020	100.66	260.77
P Milliken - 1&1 web hosting costs 1/10/2017 to 1/10/2018		278.21
Total payments		<u>8466.51</u>

Signed : Peter Milliken, Chair