

# Easton Parish Council

## Minutes of the Meeting of Easton Parish Council held by Video Conference on Monday 18<sup>th</sup> March 2021 at 7.30pm

1. In attendance, Peter Milliken PM (Chair), Stuart Renders (SR), David Lewis (DL), Ben Moye BM, Francis Woodcock FW (Clerk).

One member of the public was in attendance in attendance plus District & County Councillor Margaret Dewsbury (MD).

2. There was a declaration of interest by BM as Director of Easton Community Land Trust re agenda item number 8. There were no requests for dispensation.

**3. Adjournment for public consultation.** *A member of the public brought up the problem of illegal parking and dangerous parking around St Peters Primary School by parents during the school run. This was compounded by speeding vehicles along Marlingford Road. It was noted by the Chairman that the Parish Council could only do so much as they had no responsibility for these matters. However, they would provide help where possible. The Parish had previously agreed to spend approx. £2K to introduce bollards along the verges near to the School, and this had been approved by the NCC Highways Department. Since the initial approval, the cost of this measure had increased. Frustration in the delay in introducing this action was highlighted. MD would look into providing £300 of funding to make up the price increase from village improvement funds she held, and this would be confirmed over the coming days.*

*It was noted that Norfolk Constabulary's Community Beat Manager and his Inspector would be attending the April Parish Council Meeting and the resident expressed an interest in attending to reinforce the message of dangers from traffic around the School.*

### **4. 4. Matters for discussion and resolution further to the recent resigning of members of the Parish Council.**

- 4.1. It was discussed and resolved to appoint Stuart Renders as an authorised signatory of Parish Council bank accounts. Proposed PM, seconded BM, all in favour.
- 4.2. It was discussed and resolved to appoint Peter Milliken as an authorised signatory of Parish Council bank accounts. Proposed PM, seconded SR, all in favour.
- 4.3. It was discussed and resolved to appoint Stuart Renders as an authorised signatory of the transfer of title NK207378 Land on the North side of Dereham Road, Easton, Norfolk. Proposed PM, seconded BM, all in favour.
- 4.4. It was discussed and resolved to disband the Finance and Governance Committee and replace it with a Finance and Governance Working Group made up of all Council members. Proposed PM, seconded BM, all in favour.
- 4.5. It was discussed and resolved to split off the role of the parish clerk from the Responsible Financial Officer, to enable the work of the clerk to be provided by locum cover. Discussions with a candidate would take place the following day with a view for the locum clerk to take over at the April Parish Council Meeting on 12<sup>th</sup> April 2020. Proposed PM, seconded SR, all in favour.

### **5. Clerks o/s issues:**

- The VAT claim for the period Oct-19 to Mar-20 and Apr-20 to Sep-20 are still waiting to be received.
- The annual purchase order for NCC's contribution for grass cutting is waiting to be received, approx. £200. This had been passed to the relevant department at County Hall.

- It was resolved to end the contract for the Emergency Mobile Phone contract as the Covid-19 Emergency Plan for the Village could be put back on standby with the exit from lockdown gathering pace. Proposed PM, seconded SR, all in favour.
- It was noted that the unconditional contract of sale for the sale of the land on Dereham Road would result in funds coming into the Parish on 1<sup>st</sup> April 2021. The Clerk would progress setting up the new deposit account with the CCLA. FW

## 6. March 2021 payments approved:

						Approved EPC 18 Mar	
				£	£	£	
Clerk costs	Once a week @13 miles x £0.40 = £5.20						
Wymondham to Easton							total
26/02 trip to Village							5.20
11/03 trip to Village							5.20
13/03 trip to Village							5.20
Phone/Internet							12.50
Clerks travel and phone							28.10
F Woodcock Feb Council							
14 hrs basic at 2020/21 pay rate					742.28		
Paid to HMRC (Tax + NI)	ref 120PH0029272221--					0.00	
Net Pay							742.28
J Cordy Feb							104.00
HMRC	J Cordy - Jan	ref 120PH0029272221--				-	
	F Woodcock - Jan					-	
							-
F Woodcock	reimbursement of expenses						
	1 x mth phone contract - Inv 25/11/2020			15.00	18.00		
	Zoom fees reimbursement via P Milliken - Nov to Mar			59.95	71.95		
	HMRC - Feb re J Cordy			21.00	21.00		110.95
							985.33

Payments would be made directly from funds before 31<sup>st</sup> March 2021 while waiting for the banking mandates for authorisation to be completed. It was noted that any final payments prior to the year end for expenditure already agreed, would be identified and approved where necessary. The Clerk to provide a final payments list. FW

**7. Review of finances.** The Clerk reported that the current reserves position identified a cash reserve and forecast position at the year-end of £44,662, barring late payments or receipts. Earmarked funds as at 17<sup>th</sup> March 2021 accounted for £36,178 of the total and general funds, £8,484. Contingency Funds available at the end of the financial year were forecast to stand at £12,878 with the inclusion of VAT monies. The General Fund balance would change depending on the inclusion of all or part of the village sign repair costs.

**8. The Dereham Road land sale and work of Easton CLT was discussed.** Cllr Moye took no part in the discussion. It was reported that a meeting earlier that day between Easton CLT and Orbit had gone successfully, and a further meeting had been arranged for 29<sup>th</sup> April. The Council requested the Clerk to discuss the CLT's working capital needs with the Trust Board, in order that a sum could be brought before the Council to agree at the next parish meeting. FW

**9. To discuss and resolve the revised quote for the Jubilee Playing Field upgrade.** A discussion was held on how to ensure that refurbishment of the JPF could take place as quickly as possible, whilst resolving any safety concerns over the security for children being able to exit the park from gaps existing along the hedge on Woodview Road.

It was resolved to award Action Leisure and Play Ltd the contract to commence work in April 2021, together with CGM Ltd, to provide 1.2M high chain link fencing installed on the park side

of the hedge. Payments would utilize a contribution from the Dereham Road Land Sale proceeds, for repayment from earmarked developer funds which are due to be received later in the year. A deposit of 25% of the total £35,993 ex VAT, would be paid to Action Play and Leisure Ltd on 1<sup>st</sup> April 2021, with the balance paid on completion. Costs including installation of the fencing from CGM would be £1,989 ex VAT. Quotes would be obtained for the cost of new gates for each end of the new fence, and for making good the holes in the existing hedge including the removal of ivy. Proposed PM, seconded SR, all in favour.

**10. To discuss and resolve to commence work for the introduction of bollards on Marlingford Road.** It was resolved to utilize a contribution from the Dereham Road Land Sale proceeds, with repayment from earmarked future CIL funds, to contract with NCC Highways for installation of bollards on Marlingford Road at a price of £2,261.53 ex VAT, reduced by a contribution of £300 from MD's Highways Fund (to be confirmed). Proposed PM, seconded BM, all in favour.

11. The General Risk Assessment Policy had been agreed at a previous Council Meeting and would be forwarded to the Internal Auditors as part of their year-end work.

12. It was agreed to discuss polices and outstanding review dates at a later council meeting.

**13. Update of members Code of Conduct.** There was discussion on the need to update the members Code of Conduct document to include a paragraph on adherence to agreed policies. The Clerk would circulate this before the next parish meeting. The recent inclusion of a training policy would ensure Councillors assessed their training requirements as part of their Code of Conduct. Chairman training would be arranged for SR and BM. FW

**14. Agenda items for the next meeting:**

- Question and Answer session by Norfolk Constabulary
- NWL – review of interim report on the bat survey for proposed Route C.
- For resolution – revised code of conduct for members.

The next Parish meeting to be held on Monday 12<sup>th</sup> April 2021 by Zoom conference call.

Meeting ended 9.00 pm

Signed by Peter Milliken, Chairman