

Easton Parish Council

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Minutes of the Annual meeting of Easton Parish Council held on Wednesday, 5 May 2021 at 7.30pm via Zoom

Present:

Cllr S Renders, Chairman Easton Parish Council – presiding upon election
Cllr D Lewis Cllr P Miliken Cllr B Moye

In attendance:

Gina Lopes, Acting Clerk to Easton Parish Council
1 x public

AGENDA

2021/001) Election of Chairman

The outgoing Chairman, Cllr Milliken, called for nominations for Chairman of Easton Parish Council.

On the motion of Cllr Milliken, seconded by Cllr Lewis, it was

RESOLVED to elect Cllr Renders as Chairman of Easton Parish Council.

Cllr Renders signed the Declaration of Acceptance of Office form and took the Chair for the remainder of the meeting.

2021/002) Election of Vice-Chairman

The Chairman, Cllr Renders, called for nominations for Vice-Chairman of Easton Parish Council.

On the motion of Cllr Renders, seconded by Cllr Milliken, it was

RESOLVED to elect Cllr Moye as Vice-Chairman of Easton Parish Council.

Cllr Moye signed the Declaration of Acceptance of Office form

2021/003) Apologies for absence

All Councillors were present.

Apologies were noted from Cllr M Dewsbury, Norfolk County Council & South Norfolk Council

2021/004) Declarations of interest

None received

2021/005) Suspension of meeting for Public Participation

RESOLVED to suspend the meeting to invite members of the public to speak

The following points were raised -

Resident - *I was under the impression that improvement to pedestrian access to Longwater (including signalled crossing of the slip roads and widening the path over the fly over) needed to be completed prior to any work starting on the phase 1 of the*

building works. Are plans underway for this to happen and if not has the council enforcement department been informed?

Member response - Improvements will happen at Longwater junction, under S106 agreement no building can be occupied until completion. Building work can be built to slab height but then no further until completion.

Resident - *Why was the verge outside 15 Marlingford Road deemed to be so much more important and prone to damage, than the verge outside the park?*

Member response - All verges that are maintained by the Parish Council have equal importance, the reason that vehicles are allowed to park on the verge next to the JPF is that they sought permission in advance to do so and was deemed safe to do so by the Highways engineer for the area. They have also provided an undertaking to make good any damage they create on the verge.

Resident – *Will Developers being paying for the building of Village Hall and what is happening to the old Village Hall? Would there be an option for a Community Café?*

Member response - No South Norfolk Council decided the Developers do not have to pay, however, the wording of the S106 Agreement will mean they have to pay the costs. The old building will still be in use as an amenity and need to understand what people want. One suggestion is to use for the Pre-School as there is little space at St Peter's. A Community Café would likely be in the new Village Hall as it would have facilities. The Parish Council will engage with Villagers.

2021/006a) Minutes of the meeting held 12 April 2021

RESOLVED to accept and approve the minutes of the meeting held on 12 April 2021 as a true and accurate record

2021/006b) Minutes of the Annual Parish meeting held 12 April 2021

Noted for accuracy only

2021/006c) Notes of the Finance Working Group Meeting held 21 April 2021

Noted for information

2021/007) Councillors' Reports

Cllr Milliken reported on the Village Hall project - he had spoken to the Architects and they have a timeline for taking the project forward. Expecting to gain planning permission by December 2021, they have a project Gant chart. Moving through Stage 2 and will move to Stage 3, 31 May 2021 start with Design and Access Statement. Highways and South Norfolk Council have given a lot of feedback which is being added to the design. The roofing is Tesla solar roof but may be too eco-friendly advanced to have this as not fully launched and looking at alternatives.

2021/008) County & District Councillor's Report

No report at this time

2021/009) Planning matters

a) Applications received to date

The following application was considered and it was

RESOLVED to recommend as below: -

2021/0826 - Diocesan House & Easton House 107 & 109 Dereham Road - Works to TPO trees, Proposal : T57 - Common Oak, Remove dead wood. T74 - Common Oak, Reduce Crown by 2m. T83 - Common Oak, End Weight reduction by 2m. T62,

Common Horse Chestnut, End weight reduction by 2.0m. T64 - Norway Maple, End weight reduction by 3.0m. T99, Leyland Cypress, Fell. T113, T127, T128, T129, T130, T159, T161 and T165, All Common Ash Trees, Fell

Aprove subject to conditions

- a) No work to commence during nesting season
- b) Bat report to confirm no bat activity near or on trees ref 57, 62, 64, 74, 83, 99
- c) Replanting to take place in accordance with SNC guidance

b) Planning correspondence

The following correspondence was discussed as below -

A47 North Tuddenham to Easton Improvement Development Consent Order (DCO) application

[A47 North Tuddenham to Easton | National Infrastructure Planning \(planninginspectorate.gov.uk\)](https://planninginspectorate.gov.uk)

The Upside

1. Much needed improvement to traffic movement along this stretch of the A47
2. Safer access for pedestrians and cyclists over the A47
3. Safer access for vehicles onto and off the A47 heading to of departing from Easton
4. Reduced traffic noise
5. Ends all rat running though Lower Easton
6. Improved journey times

The Current Issues with the design

1. No direct access for the Food Enterprise Park (FEP) on to the A47
2. Highways England cannot use public money to fund access to the FEP, Norfolk County Council working with Broadland Council and South Norfolk Council want to widen Church Lane and make the main entrance on to the FEP via Church Lane. This is likely to result in thousands of extra vehicle movement's a day though Easton along the Dereham Road.

ACTION: CLERK

2021/010) Finance matters

a) Payment list for April 2021 –

RESOLVED to approve the Payment list for April 2021 to a total of £2,079.96 and two additional payments of JPF extras/new bin £2,607.43 and new mailbox for £207.96

b) Easton Covid Recovery Fund £10k –

The launch of the new fund was discussed and it was noted it would take considerable time to administer and there was a general lack of local support.

RESOLVED to allocate funds of £10,000 for the Easton Recovery Fund, however, will be put on hold until further support is offered from parishioners.

c) Precept first instalment £9790.00 received–

Noted for information

ACTION: RFO

2021/011) Annual Review of documents

The following documents were circulated and reviewed by members in advance of the meeting. There was a brief discussion which included confirmation by the Clerk the current insurance policy covers Councillors and Officers for claims of defamation. Libel and slander. It was suggested the financial risks and internal controls could be reviewed prior to next year's audit.

RESOLVED to approve all the following documents without amendment.

- a) Annual Review of Standing Orders & Financial Regulations
- b) Annual review of financial risks & internal controls
- c) Annual review of asset register
- d) Annual review of insurance
- e) Communication Policy
- f) Social Media Policy
- g) General Privacy Policy

ACTION: CLERK/RFO/ALL CLLRS

2021/012) Delegation of powers

As the option of remote meetings ends on 6 May 2021 and, whilst still in Covid recovery, this was felt to be difficult for many reasons. Reference was made to several sources of advice and consideration was given to the use of delegated powers.

RESOLVED to delegate powers and functions as below -

1. Council meetings will be held 4 times a year and must include the Annual Council Meeting.
 2. The Finance Working Group becomes a General Facilities Working Group with the brief it handles all business of the Council to ensure continuity of services in the interim period between Full Council meetings and reports to the next meeting.
 3. RFO to make all necessary payments in the interim period to enable the Council to function and provide all necessary services, subject to approval by the Chairman of the Council and/or Cllr Milliken as signatories.
 4. The Acting Clerk to take all necessary action in the interim period until the next meeting to enable the Council to continue to function and provide all necessary services to parishioners in conjunction with the Facilities Working Group.
 5. Establish a Planning and Development Working Group with a minimum of three councillors
 6. All planning and development matters including Highways England, the Western link LLG and Food Hub LG delegated to the Planning and Development Working Group, any planning consultation must have the support of at least two of the three-members before a response is issued.
 7. These delegated powers are to be reviewed at the start of any formal PC meeting.
- RESOLVED** all present Councillors will form the Planning and Development Working Group.

ACTION: CLERK/RFO/ALL CLLRS

2021/13) Easton Neighbourhood Plan Review

Easton Neighbourhood Plan Review was discussed as follows –

- Built into Easton Neighbourhood Plan is a 5 year review
- Takes about one year to implement a review
- Easton Parish Council can have £16,000 from Government funding
- Suggest funding is applied for to start the review process
- New residents may have input
- Can consider what has worked well
- A vote would be required to formalise any necessary changes although the original Plan remains, only amendments

RESOLVED to apply for the £16,000 funding to start the Review process for the Easton Neighbourhood Plan

ACTION: CLERK/RFO

2021/014) Open Spaces

a) Jubilee Playing Field -

The following items were discussed –

The boundary of JPF with Buxton Close -

Further to recent incident and discussion with Solicitor, it was confirmed the boundary with Buxton Close is owned by the residents of Buxton Close, they are responsible for the hedge. To put in a new fence it will need to go on Easton Parish Council's land, within the curtilage, and all the properties on the boundary will need to be contacted by the Clerk to remind them they have a legal responsibility to maintain trees and hedging. Types of trees are named and residents have to maintain, in their Deeds, they have to ensure there is no damage to fence. Noted the recent incident had been reported to the Council insurance company.

Fencing delay on JPF –

Had hoped all work could be done at the same time but this is not possible.as suppliers have not got the materials. CGM hope to start on 24 May 2021, emergency fencing will need to be in place in damaged area and against the hedge in Woodview Road. Ivy Removal to be done rather than taking out trees, scheduled for 11 May 2021.

Payment of extras on JPF -

Payment of extras on JPF including new bin agreed at the Finance Working Group meeting. Total extras £2,607.43. The MUGA refresh, Action Play and Leisure have provided quotes to heighten the arena fence in line with the ends and put an inward 45-degree angle to help stop balls going out of the MUGA and on to the college field. The cost of nets in the short term are cheaper but are more prone to vandalism and wear. They are not favoured as Diss found they trapped birds in them and caused distress, they removed them. Metalwork is the most appropriate to solve the issue while initially more expensive, long term the benefits will be greater. The cost for this work is £4,339.79 net. The cost of repainting the MUGA base for multi-use games is £3,237 (net)

RESOLVED to approve the payment of extras at Jubilee Playing Field of £2,607.43 and £207.96

RESOLVED to approve the payment of £4,339.79 (net) for metalwork

RESOLVED to approve the payment of £3,237 (net) for repainting.

ACTION: CLERK/RFO

b) College Heights -

Additional Play equipment on College Heights

UK manufactured product mainly supplied to the US and Europe. This would be the first one in Norfolk. TigerMulch® base conforms to the British and European standards for children's play surfaces. Cost to install £17,817.00 net Metal Teen shelter £10,577.50 net. For older children and this site will be locked after dark to deter vandalism. The cost to fund this work will be recovered from the future payment of £100,000 towards off site open space migration due to the Orbit housing development being approved.

RESOLVED to approve payments of £17,817.00 and £10,577.50 for additional play equipment at College Heights

ACTION: CLERK/RFO

2021/015) Correspondence received to-date

a) Norfolk Association of Local Councils General Meeting on 20 May 21 – Noted for information

b) Approved Judgement – Hearing 21 April 2021 - Between: (1) Hertfordshire County Council (2) Lawyers In Local Government (2) The Association Of Democratic Services Officers Claimants - And – Secretary Of State For Housing, Communities And Local Government -And- (1) Local Government Association (2) National Association Of Local Councils (3) Welsh Government Minister For Housing And Local Government – Noted for information

c) Rainbow bench – Cardinal Close – It was reported a resident had suggested a new bench dedicated to key workers be installed at Cardinal Close and this was supported and for further consideration.

d) Access training course – RESOLVED the Acting Clerk will attend the training day and costs will be from the allocated training budget.

ACTION: CLERK/ALL CLLRS

2021/016) Suspension of meeting for Public Participation

RESOLVED to suspend the meeting to invite member of the public in attendance to speak.

Resident - *under 10b there was reference to a call to the community to support the Easton Covid recovery fund. As a community member of almost 10 years I have not heard anything about this. How is this information being disseminated?*

Member response – Discussed at the last meeting, in the Minutes, in The Grapevine and also the School Head has been asked if there was anyone they could suggest to help

Meeting closed at 9.15pm