

Easton Parish Council

The Village Hall, Marlingford Road, Easton, Norfolk NR9 5AD

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Minutes of the Annual meeting of Easton Parish Council held on Wednesday, 17 May 2023 at 1.15pm at The Village Hall, Marlingford Road, Easton

Present:

Cllr D Lewis
Cllr B Moye – presiding
Cllr P Milliken
Cllr P McCarter

In attendance:

Gina Lopes, Acting Clerk to Easton Parish Council
Francis Woodcock, Responsible Finance Officer to Easton Parish Council
3 x public

2023/001) Election of Chairman

On the motion of Cllr Milliken, seconded by Cllr McCarter, it was **RESOLVED** to elect Cllr Moye as Chairman of Easton Parish Council.

2023/002) Election of Vice-Chairman

On the motion of Cllr Moye, seconded by Cllr McCarter, it was **RESOLVED** to elect Cllr Milliken as Vice-Chairman of Easton Parish Council.

2023/003) Apologies for absence

None, all Councillors present.

2023/004) Declarations of interest

None received.

2023/005) Delegation of powers and continuation of quarterly meeting schedule

On the motion of Cllr Moye, seconded by Cllr Milliken, it was **RESOLVED** to continue with previously delegated powers and quarterly meeting schedule.

ACTION: ALL CLLRS/CLERK/RFO

2023/006) Minutes of the meeting held 9 January 2023

On the motion of Cllr Milliken, seconded by Cllr McCarter, it was **RESOLVED** to accept and approve the minutes of the meeting held on 9 January 2023 as a true and accurate record.

2023/009) Councillors' Reports

Verbal reports were received as follows –

Cllr Milliken advised regrettably WT Construction went into liquidation and he was informed at 5pm on Monday, 15 May 2023. Had just attended a meeting with RUA,

the Administrators. Consideration is being given to the best way forward and all involved are keen and committed to finish the project. The Easton Parish Council money is protected within the existing contract. There are concerns South Norfolk Council may be reluctant to pass on the £500,000 promised although this money is already spent. The project was going well and were ready to pour slab this week. There will now be unavoidable delay and will take legal advice. WTD is still operating and finalising for SIPs to build. A press statement will be made.

ACTION: ALL CLLRS/CLERK/RFO

Request for a NorfolkALC Representative was briefly discussed but all felt due to the urgency of the Village Hall matter, no Councillor could take this on at this time.

Noted the Showground application had been approved even though it was called in by Councillors.

Some highway issues were briefly discussed, there seem to be several problems, at the moment, and there were concerns regarding the design of the new cycle way.

2023/010) Public Participation

As the Community Centre item reported was of such significance to the parish, the Chairman suggested allowing public participation.

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

RESOLVED to suspend the meeting to invite members of the public to speak – see “Public Participation Notes”.

2023/011) Annual Review of documents

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

There was a brief discussion and members confirmed they had considered the above documents (a -g) ahead of the meeting.

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

RESOLVED to confirm review and accept and approve all documents listed (a-g) above.

h) New Code of Conduct –

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

RESOLVED to adopt the new model Code of Conduct as presented.

ACTION: ALL CLLRS

2023/012) Finance matters

a) Payment list to date –

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

RESOLVED to accept and approve the payments lists January to March 2023 to a total of £458,336.55 and April to May 2023 to a total of £157,523.40.

2023/013) End of Financial Year 2022/23

a) End of year 31 March 2023 reports –

On the motion of Cllr Milliken, seconded by Cllr Moye, it was **RESOLVED** to accept and approve the financial year end reports as at 31 March 2023 presented by the Responsible Finance Officer

b) Annual Internal audit report 2022/23 –

On the motion of Cllr Moye, seconded by Cllr Milliken, it was **RESOLVED** to accept and approve the Internal Auditor's report (SCS Accounting Solutions) for the end of year 31 March 2023

c) Completion of Annual Return 31 March 2023 –

i) Section 1 – Annual Governance Statement for Easton Parish Council

On the motion of Cllr Moye, seconded by Cllr Milliken, it was **RESOLVED** to confirm all sections listed on the Annual Governance Statement

ii) Section 2 – Accounting Statements for Easton Parish Council

On the motion of Cllr Moye, seconded by Cllr McCarter, it was **RESOLVED** to accept and approve the Accounting Statements as presented by the Responsible Finance Officer

ACTION: CLERK/RFO

2023/014) Updates

a) Planning matters –

5 Parker's Close – noted Councillors had objected to the application as it was a huge development.

Persimmon Homes – Conditions 26 and 20 are still outstanding and Condition 42 is still not resolved. Nutrient Neutrality is still an issue being considered.

b) Other

The Lighthouse School application is completed and they are doing amazing things with the children attending.

The Bridge School is also doing well and Councillors have received an invitation for a visit and hope to attend in the near future.

2023/015) Urgent Correspondence – if any

None received.

Meeting closed at 2.40pm

Public Participation Notes

The Chairman invited members of the public to speak and comments received included the following –

NCC & SNC Cllr Dewsbury – Queried why the Councillors chose the specific contractors –

Councillors response - EPC went through an open book process to keep the costs down and the contractors removed profits margin as it was a project for the community. This contractor was doing work for big clients, Tesco and Barclays etc and a good contract was in place. Unfortunately, it is now a similar situation to Queen's Hill development.

NCC & SNC Cllr Dewsbury – queried if EPC will hold meetings more frequently to discuss the project

Councillors response - EPC will call extra meetings if required but there are so few Councillors running the Council, residents need to be prepared to “step up”. The Council offered a grant of £500 for a Coronation event but received no applications from residents or groups, it was very disappointing.

Resident asked if the current schedule of 4 meetings per year was sufficient –

Councillors response - Confirmed 4 meetings will be held during the municipal year with the option to call extra meetings if required. It was reiterated the Councillors are doing their best with so few of them, the recent elections were disappointing with no new Councillors coming forward