

Earsham Parish Council

Minutes

of a meeting of Earsham Parish Council held at The Village Hall
on Wednesday 28th January 2015 at 7.30pm

Present: Councillors Lynda Hamps (Chair) Keith Reeve (Vice Chair), Karl Gunton, Scott Bone, Nicholas Meade and Stephen Wood

Also present: District Councillor Murray Gray, Lynda Ling (Clerk) and one member of the public

1. **Welcome** – The Chair welcomed those present to the meeting
2. **Apologies** – Apologies were received and accepted for Cllr Jimmy Bennett
- 3 **Declarations of interest** – None
4. **Previous Minutes** - The Minutes from the meeting held on Wednesday 26th November 2014 were approved and signed by the Chairman pending one alteration to item 15, 2 disagreed, 5 agreed instead of 1 disagreed, 6 agreed. Proposed by Councillor Bone and seconded by Councillor Woods.
ALL AGREED
5. **District and County Council Reports and crime statistics** –

District Councillor report –

- £200 from District Councillor's Members Ward Budget is still available to the Parish Council
- South Norfolk Council are to freeze council tax for 2015/16
- Gypsy & Travellers Local Plan Document – 12 sites have been put forward (including extensions to sites)
- SNC has teamed up with Broadland DC for a scheme to help owner/occupiers with the cost of insulation. Earsham is one of four parishes included in the scheme.

Parish Crime Statistics- Cllr Hamps read out the parish crime statistics:-

November 2014 – None

December 2014 – 1 x criminal damage and 2 x violence against a person

6. **Update on plans for the village hall refurbishment and any agreed action** – The chairman informed the members that she still is awaiting information from Taylor Wimpey, and the next course of action may be to contact Renata Garfoot to ascertain whether SNC are holding any plans.

Following on from last meetings report on issues surrounding the pre-school group, and the suggestion that the village hall management committee follow this up, the parish council has been asked to write a letter to the village hall management committee officially bringing their attention to certain issues.

ACTION – Clerk
Chairman

7. Update on the new football pavilion and any agreed action – The chairman reported the following:-

- The football club are trying to find someone who can stick on the bricks (Buy-a-brick scheme) before the official opening on Wednesday 18th February.
- The chairman of the football club has asked if the roadway to the clubhouse can be repaired in the near future as players will continue to park on Princess Way until the potholes and surface of the roadway is attended to. The members agreed that this would need looking into when the weather is better, however the road is too wet and muddy for this to be considered at the moment.
- It was also suggested asking the Bowls Club and Football Club if they would like to make a contribution towards the upkeep of the lane.
- A sign located on The Street has been requested by the chairman of the football club, to indicate to visitors where the pavilion is situated. The clerk will contact NCC Highways to put this request forward

ACTION - Clerk

8. Resolution to agree a budget and set the precept for the year ending 31st March 2016 – The members had received the budget figures, precept information and reports the previous week with their agenda pack. After a short discussion, with questions asked and answered, Councillor Reeve proposed agreement to the new budget figures which was seconded by Councillor Hamps.

ALL AGREED

The clerk read out the report on the precept figures and the cost to the residents should an increase in the precept be required.

After a lengthy discussion, it was agreed to request £12,312 precept amount which would equal a 0% rise in Council Tax Band D costs, this, plus the grant of £1812 gives a total of £14,124 precept for the year 2015/16. Agreement was proposed by Councillor Reeve and seconded by Councillor Bone.

ALL AGREED

The chairman signed the 2015/16 precept request form.

9. Resolution to agree a date for the Annual General Meeting 2015 – As the rules are slightly changed for holding the Annual General Meeting during an election year, the clerk informed the members that the council must hold the Annual Meeting of the Council on or within 14 days after the councillors elected take office (11th May 2015 to 25th May 2015). It was agreed that the Annual Meeting would take place on Wednesday May 20th at 7.30pm in the Village Hall and the Annual Parish meeting would take place on Wednesday 29th April 2015 at 7.30pm. Agreement proposed by Councillor Hamps and seconded by Councillor Meade.

ALL AGREED

10. Resolution to agree a date for the Joint Parish Meeting and agree a topic for discussion – It was suggested to hold the meeting in June due to the elections the previous month and the 24th June 2015 was agreed. Councillor Reeve suggested that a good topic could be parish footpaths. All the members agreed this was a good subject for discussion and the clerk was asked to make the necessary arrangements.

Action – Clerk

11. Christmas decorated house donation and any agreed action – It was agreed that the residents of 22 Queensway, Earsham, Craig & Deanne Royall, would be the recipients this year, with the £20 donation going to Cancer Research UK. Agreement proposed by Councillor Gunton, seconded by Councillor Bone.

ALL AGREED

12. Information received regarding SAM2 machine and any agreed action – The clerk had made enquiries regarding the speed awareness machine as requested and presented the following information:-

- These signs can be sited in one position for a maximum of four weeks and then will have to be moved to a different site, not to return to the first site for eight weeks.
- Volunteers will be needed to move the signs and to change the batteries (batteries need to be changed once a week and will need to be on charge in between changes)
- The positions for siting have to be agreed by the local highways engineer who will come out for a site check
- If you purchase the sign, you will get two batteries, a battery charger and one set of clamps
- The cost is £2800 per sign plus £250 for an enabled recorded data element, extra brackets are £80 and if required, the supply and installation of a post would be £89.00

Alternatively there is the possibility of another sign which is fixed in one position, the details are:-

- These are powered by mains or solar power
- The company that provides these (Westcotec) would need to come out for a site visit
- Could be fitted to a lighting column if needed
- Prices for these signs include a commuted sum of £2000 charged by NCC to cover the signs maintenance and energy use for ten years which will cover annual maintenance visits, all repairs during the period and replacement should the sign be vandalised or destroyed in a road traffic accident.
- The cost is £5800 plus VAT including installation for a solar powered sign, £5300 plus VAT for the mains powered version (including installation)

The members were in agreement that the village is too small for a SAMS machine to be moved every four weeks to a different location and it would be problematic at this point in the election year, to elect someone to charge the batteries on a weekly basis, move the machine and take overall responsibility for it, when council members may well change in a few months' time after the election. It was agreed that the clerk should write a bid for the solar powered fixed sign and submit it to NCC within the deadline (30th January 2015) but to also ascertain from NCC that the parish council are not committed to the bid should the parish council change their mind.

ACTION – Clerk

13. Light pollution questionnaire issued by CPRE and any agreed action – The members agreed that this should be completed and Councillor Woods agreed to do this.

14. Discussion on the planting of the hedge on the playing field and any agreed action – Following on from the collection of the hedging whips in December, it was suggested that the planting of the whips be undertaken by Sam Dossett at a cost of £200. The clerk confirmed that she had made enquiries to see if this task could be done free of charge by tree warden's in the area, but had no success with this line of enquiry. Agreement to pay Sam Dossett £200 to plant the hedge was proposed by Councillor Bone and seconded by Councillor Reeve

ALL AGREED

15. Discussion on the method of communication for agenda's and supporting paperwork to councillors and any agreed action – The clerk informed the members that a change has taken place in the Local Government Act 1972 schedule 12. This now means that from the 30th January 2015, it will be legal to send out agenda's and supporting paperwork to councillors via email rather than by post and members were asked if this is something they would consider for the future. Any councillors not on email would receive their papers via Royal Mail as usual. After a brief discussion it was agreed that Councillors, Meade, Woods, Hamps, Gunton and Reeve would receive their papers by email, with Councillor Bone receiving his papers through Royal Mail as normal. Councillor Bennett would be contacted separately to ascertain his preference.

ALL AGREED

16. Planning Applications and Report of Decisions received since the last meeting were noted:-

SOUTH NORFOLK COUNCIL

a) **2014/2140 – Mr & Mrs M Craggs, Upper Green Farm, Middle Road, Earsham** – Stable and covered shed; covered horse washdown and store; concrete hardstanding – APPROVED WITH CONDITIONS

b) **2014/2639 – Robert Blackham, Pen House, Church Road, Earsham** – Discharge of Conditions 3 and 6 of permission 2013/2140/F – by providing information required relating to archaeological report and materials

BROADS AUTHORITY - None

17. Chairman's Report – None

18. Reports from parish councillors and any agreed action –

Councillor Gunton – The hedges have been cut at the allotments, thanks were given to Councillor Meade for arranging this.

Councillor Bone – After the end of the November 2014 meeting, Councillor Bone had suggested getting the Roll of Honour for World War 1 document framed, as it had been displayed in the village hall above the door with no protection to prevent fading or damage. Councillor Bone has returned the Roll of Honour suitably framed and ready for re-hanging. A letter of thanks would be sent on behalf of the Parish Council to Neilson UK who undertook the work and thanks also to Councillor Bone for his part in arranging the framing of the document. **ACTION – Clerk**

It was also mentioned that now that the pre-school group are using the hall regularly, the small sized black and green refuse and recycling bins are permanently full and overflowing. The clerk was asked to find out if these small bins could be changed to larger sized bins from South Norfolk Council. **ACTION – Clerk**

19. Clerk's report – The clerk reported the following:-

- **Training** - With the Chairman's permission, the clerk attended an Elections, By-Elections and Co-options short course on the 15th January 2015. This was very informative and gave clear and concise information on the processes involved for the forthcoming elections.
- **South Norfolk Council are continuing their 'Big South Norfolk Community Litter Pick' in 2015.** From 1st February to the end of May, any parish, community group or not-for-profit organisation that registers and completes a litter pick will receive £20 for their local community and will be placed in a draw to win one of 20 prizes of £200 for use in their community. For more information visit www.south-norfolk.gov.uk/litterpick or email us at litterpick@s-norfolk.gov.uk.
- **SNC – Clerks Consultation Meeting** - The meeting was advised that more emphasis was being placed on strengthening and supporting communities to enable them to help themselves, and providing a backstop for those unable to support their own wellbeing.
- **Planning** – As you will see from item 4 on the correspondence list, SNC are reducing the size of the plans they send out to either A3 or A4 (dependent on the application), it is also being considered whether to go paperless altogether from May 2015.
- **Letter from Norfolk Constabulary regarding a PCSO match-funded partnership scheme with parishes** – There is an opportunity currently being discussed for local councils to further develop partnership working with Norfolk Constabulary to improve community safety and quality of life issues within the local area.

- **Information from Came & Co. (parish insurers) regarding snow/ice clearance** – This letter confirms that the parish insurance provides cover for the clearance of footpaths, however, if the council wishes to clear snow or ice from roads, then Came & Co. must be contacted. The letter goes on to give items for consideration if the council decides to clear snow and ice or embark on a clearance programme.
- **NCC – Grit bin filling schedule** – There has been a change in NCC’s arrangements for filling grit bins this year, with bins being filled less often than in the past. The bins were filled early December 2014 and if necessary, will be filled again once more by early February 2015

20. Payment of accounts - Payments for December 2014 and January 2015 were agreed. Parish council payments already made since last meeting £406.23 (PC) £450.00 (PF) – cheques for signature £1,866.46 (PC) £443.80 (PF). Agreement was proposed by Councillor Hamps and seconded by Councillor Gunton.

ALL AGREED

21. Significant correspondence and any agreed action (list as circulated) –

Item 6 – Environment Agency – Flood Action Campaign

Item 9 – Mid Suffolk Local Plan Development: Parish consultation on local infrastructure catchment areas

Item 5 – additional correspondence – Invitation extended to councillors to attend the official opening of the football pavilion in Earsham

Item 7 – Saffron Housing Trust – Information on the open information event for affordable housing on Dukesway, Earsham

Item 11 – SNC – Council Tax Referendum Update

22. Business for the January 2015 meeting – Agree an internal auditor, discuss the condition of the roadway up to the football pavilion, and discuss the purchase of a replacement tree on the playing field

The meeting was adjourned for public participation at 9.19pm and reconvened at 9.23pm

The member of public in attendance made the following observations:-

- That he felt that the football club should not be subsidised in any way
- Clarification on the proposed storage facility put forward by the football club last year
- Litter left behind after football matches
- Clarification on where the new hedge on the playing field would be.

The chairman responded that no decision had been made about the proposed storage facility and would be considered in the future, the hedge is on the A143 side of the playing field, and the chairman of the football club would be asked to pass on the message to players regarding the litter.

24. Date and time of the next meeting – Wednesday 25th March 2015 at 7.30pm at the Village Hall

The meeting ended at 9.24pm

Signed

Date