

Earsham Parish Council

Minutes

of a meeting of Earsham Parish Council held at
Earsham Church Room on Tuesday 3rd September 2013 at 7.30pm

Present: Councillors Lynda Hamps (Chair), Keith Reeve (Vice Chair), Jim Bennett, Scott Bone, Karl Gunton (arrived during Item 6) and Stephen Wood

Also present: District Councillor Murray Gray, Peter Goodfellow (Earsham Football Club), 4 members of the public and Lynda Ling (Clerk)

1. **Welcome** – The Chair welcomed those present to the meeting
2. **Apologies** – Were received and accepted from Councillor Nick Meade (personal reasons)
- 3 **Declarations of interest** – None

The meeting was adjourned at 7.33pm and reconvened at 7.35pm for public participation

A member of the public asked if the football players could be asked not to park in Princess Way because of congestion in that area.

Peter Goodfellow responded that the players are always encouraged not to, and once the pavilion is built there will be better access for parking on the playing field.

4. **Previous Minutes** - The Minutes from the meeting held on Tuesday July 2nd 2013 were approved and signed by the Chairman. Agreement to the minutes was proposed by Councillor Woods and seconded by Councillors Bennett

ALL AGREED

5. **District and County Council Reports and crime statistics** –

District Council News – Councillor Gray reported:-

- That he had followed up the concerns expressed by members of the council from the last meeting, that Earsham residents were not being treated as priority when it came to affordable housing allocation. This proved not to be the case, as the family cited as an example at the last meeting, had in fact, declined the offer of the accommodation.
- Saffron Housing were aware of the anti-social behaviour in the village
- Contact had been made with Peter Goodfellow regarding funding for the pavilion

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

July 2013 – 1 x criminal damage and 2 x burglary non-dwelling – 3 in total

August 2013 – 1 x burglary dwelling, 6 criminal damage, 2 x other theft, 1 x violence against a person, 1 x theft from a motor vehicle and 2 x theft of motor vehicle inc TWOC – 13 in total

6. **Discussion on the proposed new building of 5 affordable homes by Saffron Housing and any agreed action** – An update had been received from Saffron Housing following their open information event in the village hall. Their architects are currently working on the drawings ready for planning application. An Ecological Survey of the site has been requested and Saffron hope to apply for planning permission within the next couple of months.

7. Proposed football pavilion, the progress so far and any agreed action – Peter Goodfellow updated the members as follows:-

- Planning permission was granted on 26th July 2013
- Contact has been made with District Councillor Murray Gray who has been of enormous help with advice about funding and the football club will be applying for a Capital Fund grant from South Norfolk Council. Letters of support will be sought from the Festival Committee, Playing Field Committee and the Parish Council to strengthen their case for funds.
- The detailed specification is now complete which includes information on shutters, guttering, roof tile specifics and the committee are trying to incorporate in the brickwork 'Earsham FC' in black brick. The club are now looking for three building contractors to quote for works.
- Confusion had arisen with regard to the memorial tree and it's placement on the field, however, Councillor Bennett was able to clarify the situation and Peter confirmed he will contact the family to see if the tree in question can be removed and replaced.
- Peter asked the council members if they were happy for the football club to demolish and dispose of the old portacabin. The members were in agreement that this was acceptable.
- Peter asked if the members would consider the construction of two dug outs on the far side of the field, as these are a requirement, and it would be much easier if they were brick built and permanent. By building them on the far side of the playing field, they wouldn't interfere with anything else, such as fetes etc, nor would they interfere with the contract cutting of the field. The Chairman suggested that this should be put on the next agenda for discussion as there was no immediate need for a decision. **Action – Clerk**
- Peter ended his report by giving an update on the first and second team's good start to the season.

8. Proposed improvements to the Village Hall and any agreed action – Councillor Hamps informed the members that the opportunity of getting a grant from Earsham Trust to help with some refurbishment works was possible on application to the Trust (reported Item 8 – July meeting). She was happy to report however, that the exterior had now been painted by Scott Bone, and the interior would be decorated by volunteers with new curtains purchased. Councillor Scott Bone and the volunteers were thanked by the Chairman for their hard work and donation of materials.

9. War Memorial condition and any agreed action – The Chairman read out a comparison of two costs which had been received to carry out the refurbishment works, which ranged from £1100.64 inclusive of VAT to £5,800 exclusive of VAT, and which looked to be exactly the same works. A third quote had been requested some time ago from Perfitts but had still not been received. The War Memorial Trust had also been contacted and a Grants Pre-Application form had been submitted, however, the outcome of this will not be known for some time. Information on funding was still pending from South Norfolk Council. The members agreed that further information was required before a decision could be made and this will be put on the next agenda for discussion at the November meeting.

**ALL AGREED
Action – Clerk**

10. Discussion on the possibility of changing the day, date and venue for future parish council meetings - The Chairman informed the members that during the village hall consultation earlier in the year, comments had been made from some parishioners, that the parish meetings should take place in the village hall which is not only in a more central location, but is easily accessible for older residents. The village hall is currently available on Wednesday evenings and the Chairman proposed changing the day of parish meetings to the last Wednesday of the month and to start holding the meetings in the village hall.

A short discussion took place on the reasons why the parish council started using the Church Room in the first place and concerns were raised that the hall would be too cold for use during the winter months.

The Chairman proposed holding parish meetings on the last Wednesday of the month starting with the November 2013 meeting, seconded by Councillor Gunton.

ALL AGREED

The Chairman then proposed changing the venue of the parish meetings from the Church Room to the Village Hall starting with the November 2013 meeting, seconded by Councillor Gunton.

5 AGREED – 1 AGAINST

11. Discussion on the postal service in Earsham and any agreed action – The Chairman read out an email which had been received from a resident, complaining about the deterioration of the postal service in the village ever since the postmen stopped using bicycles. The post arrives at any time between 9.30am and 3.30pm with occasionally no delivery at all. The members knew of the problems experienced, and suggested contacting the Post Office in Bungay to find out why this was happening.

Action - Clerk

12. Discussion on the items brought up at the last meeting involving Highways, and any agreed action – The Chairman read out the response made by Highways on the following issues:-

- **School Road** – The suggestion to widen the road to help alleviate congestion at dropping off and pick up times outside the school – The Area Engineer visited School Road and confirmed it would be difficult to achieve any widening
- **Cat's Eyes** – Highways have a policy that they will no longer maintain them on roads below B class. Historically an undertaking was given to maintain them because of the fog issue on the marshes, but the budget for road studs is under severe pressure so this may no longer be possible.
- **Footway from Bungay** – Some misunderstanding arose over this issue so the clerk was asked to contact Highways again to provide all the facts, however, Highways confirmed that they will be refurbishing the footway either side of School Road on the southern side later in the year, but that they are not meant to construct new footways as their budget is meant for maintenance only

Action – Clerk

The Highways Engineer apologised for what sounded very negative comments, but as NCC are anticipating another round of cuts for the next five years, it is difficult to see how they can get small improvements funded in the future.

13. Discussion on the clerk's allowances, training for CiLCA qualification and to note the recent pay award and any agreed action – The clerk had sent a breakdown of all items and costs for discussion to members with the agenda and supporting paperwork the previous week. The members agreed to award the clerk full room allowance to replace the half room allowance she had been receiving, agreement was proposed by Councillor Gunton and seconded by Councillor Hamps

ALL AGREED

The recent 1% pay award backdated to April 1st was noted and agreed

The clerk was asked to leave the room while a discussion was held on the training for the CiLCA qualification, its costs and overtime implications.

After the members had discussed this item, the clerk was invited back into the room and informed that the CiLCA training and its costs were agreeable to the council members, however, concerns were raised as to the overtime implications. It was felt by the members that in these difficult financial times the prospect of up to £1000 in overtime over the six month period of the course, would weigh heavily on the council finances.

After further discussion, the clerk suggested that she would be happy to do the extra work for the CiLCA qualification in her own time, as she realised that the overtime costs would be too much for a small parish to bear. The members were happy with this outcome and agreement to pay the course fee and registration of £360 for the CiLCA course and qualification was proposed by Councillor Hamps and seconded by Councillor Bone.

ALL AGREED

14. Planning Applications and Report of Decisions received since the last meeting:-

SOUTH NORFOLK COUNCIL

- a) **2013/1027 – Playing Field north of The Retreat, The Street, Earsham** – Demolition of existing mobile/portacabin changing rooms and construction – **APPROVED**
- b) **2013/1255 – Lodge Cottage, 19 Church Road, Earsham** – Replacement of 12 windows to the front and rear and 1 gable end – Listed Building Consent

BROADS AUTHORITY

- a) **BA/2013/0174/FUL and BA/2013/0175/LBC - Chequers Inn, 23 Bridge Street, Bungay** - Conversion and extension of outbuilding to create single storey dwelling (extension in BA area only)

The above was noted by members.

15. Appointment of a Tree Warden for the parish of Earsham – The clerk informed the members that she had been approached by Shaun Button asking if he could put himself forward for consideration to become Earsham's Tree Warden. He is currently employed by Redenhall with Harleston Town Council as a Groundsman and Maintenance Operative. His background includes working as a tree surgeon and he has competency certificates in many aspects of tree and landscaping works. He has family members living in Earsham, so is familiar with the village. The members agreed unanimously that he would be an ideal candidate for the voluntary post, with agreement being proposed by Councillor Reeve, and seconded by Councillor Gunton. The members suggested that it would be worthwhile to have an audit done of the tree's in the village, with particular attention being made to the tree's near the village hall that have Tree Preservation Orders on them. Councillor Woods asked if he could meet Shaun when the audit is being undertaken.

Action – Clerk

16. Discussion on the setting up of a direct debit for Eon electricity for the pavilion and any agreed action – The clerk reported that a 4% discount is available with Eon if the electricity payments can be moved to direct debit. Agreement to set up a direct debit with Eon for the pavilion was proposed by Councillor Bennett and seconded by Councillor Hamps.

ALL AGREED

17. Review of the rents of the football and bowls clubs for the coming year and any agreed action – The Chairman informed members that this was the annual review of rents but bearing in mind that some discussion would need to be held next year with regard to the new football pavilion rent, she made a proposal to keep the rents the same for the forthcoming year, this was seconded by Councillor Bone.

ALL AGREED

18. Chairman's report – The Chairman reported the following:-

- An email from The Milestone Society had been received asking for a donation towards their renovating work on all the ancient milestones on the A143 between Scole and Gorleston, as part of the project they are including the three Earsham milestones. Agreement to donate £50 towards this project was proposed by Councillor Bennett, seconded by Councillor Gunton.

ALL AGREED

- The Chairman informed the members that recently an 18 year old male resident had been given permission to use a goal post by the football club, for informal games with his friends. The football club were happy to give the code to the lock, so the goal post could be erected and then put down again once they had finished. The question was asked if there were any implications on the parish council should this go ahead. After a brief discussion it was agreed to ask the clerk to find out from the parish insurance providers if someone else, other than the football club members, can use the goal posts with the clubs permission, without any liability to the parish council.

Action – Clerk

19. Parish Councillor reports –

Councillor Bone –

- reported that Church Path has now been cleared of nettles (reported last meeting). This was done by Sam Dossett and the members asked the clerk to write a letter of thanks on their behalf to Sam for doing these works free of charge.
- reported that there were potholes in the road outside Spring Cottage, The Street. A lady had recently had an accident there due to the potholes. The clerk was asked to report it to Highways.

Action – Clerk

Councillor Gunton –

- reported that the Playing Field Committee had a very successful car boot sale recently and took over £1,000 towards the proposed new play equipment.
- had a successful meeting with Joy Playgrounds to discuss new pieces of play equipment

20. Clerk's report – The following was reported by the clerk:-

- Three streetlights have been reported since the last meeting – Column 22 Waveney Crescent, Column 31 School Road and Column 12 Kingsway
- History Books – Twenty books have now been produced.
- The clerk asked the members if it would be worthwhile asking residents for their memories of a bygone Earsham for inclusion on the website. It was agreed that it would be useful to get information of this nature before it was lost forever before the demise of another generation.
- Enquiries have been made to ESPO (Eastern Shires Purchasing Organisation) as to whether Earsham Parish Council could order stationery items from them. They have sent out a catalogue, and many items that you can buy from there are vastly cheaper than elsewhere. The clerk asked if the members would be happy for items to be ordered from ESPO if and when required. The members agreed that they would be if it saved money.
- South Norfolk Council were contacted and a request to have the grass on The Green cut a few days before the start of the Earsham Festival was made. This was agreed by SNC and has been scheduled for a cut around the 18th September 2013.
- An email has been received from Robert Rawlinson to report that one of the footpath signs at the junction of Angles Way and Bigod Way had been moved and requested that it be made secure in its original and correct location. The Trails Team have been contacted, however the officer for this area was on holiday, and it is hoped that a response will be forthcoming on her return to work.
- A clean bill of health on the accounts and accounting procedures has been given by the external auditors, Mazars. The elector's rights notice was placed on the notice board on the required date for the necessary period of time.

21. Payment of accounts - Payments for July and August 2013 were agreed. Parish council payments already made since last meeting £199.56 (PC) – cheques for signature £850.37(PC), £253.53 (PF) and £119.90 (Allotments). Agreement was proposed by Councillor Bennett and seconded by Councillor Gunton.

ALL AGREED

Parish Council Accounts – Current and Savings - £24,368.38

Playing Field Accounts – Current and Savings - £3,795.85

Allotment Accounts – Current and Savings - £1,328.43

22. To be informed of significant correspondence and any agreed action (list as circulated)

- **NCC** – Advance notice of a forthcoming consultation by NCC on the 2014/15 budget and saving proposals for 2014/17. The proposals will need to save the authority a sum, currently forecast to be £182 million over the three years commencing April 2014
- **Email from resident** – reporting that some overgrown hedges needed attending to at the end of the village.
- **Norfolk RCC E-Newsletter**

23. Business for November 2013 meeting – Update on the village hall, football clubs request for dug-outs on the playing field, refurbishment of the War Memorial

The meeting was adjourned at 9.28pm and reconvened at 9.35pm for public participation

- One of the residents present asked for further information on the Police Surgeries currently being held on Tuesdays in the village hall. Councillor Hamps agreed it hadn't been well advertised and had been promised posters to advertise it, this was something that would be chased up.
- Marston Moor footpath is particularly bad, with the footpath itself sloping down towards the road. The clerk was also asked to contact the Highway Rangers to ask if they could cut back the overgrown foliage.
- Councillor Bone informed members that the residents had decided not to proceed with the work on the Marston Moor road surface which was previously reported to the council (Item 16 – 7th May meeting) as it was felt an improved surface would encourage speeding.

24. To resolve to exclude the press and public [public Bodies (Admission to Meetings) Act 1960, sec 1 (2)] due to the confidential nature of the following item.

25. Discussion on the current levels of crime – Members discussed recent events in the village.

26. The date and time of the next meeting – Wednesday 27th November 2013 at 7.30pm at the Village Hall.

Signed

Date

The meeting ended at 9.42pm