

Earsham Parish Council

Minutes

**of a meeting of Earsham Parish Council held at The Village Hall
on Wednesday 25th May 2016 at 7.30pm**

Present: Councillors: Keith Reeve (Chair), Jim Bennett, Scott Bone, Karl Gunton, Lynda Hamps, Nick Meade and Stephen Wood

Also present: District Councillor Murray Gray, 2 members of the public and Lynda Ling (Clerk)

1. **a) To elect a Chairman for the coming year** – Councillor Reeve was proposed as Chairman by Councillor Meade seconded by Councillor Bennett **ALL AGREED**
b) To receive the Chairman's Declaration of Acceptance of Office – Councillor Reeve signed the Declaration of Acceptance of Office
c) To elect a Vice Chairman for the coming year - Councillor Hamps was proposed as Vice-Chairman by Councillor Bone seconded by Councillor Woods **ALL AGREED**
2. **To receive and accept apologies from members unable to attend** - None
3. **To receive any declarations of interest, in particular matters to be raised at this meeting**
To note any declarations of members pecuniary and/or non-pecuniary/other interests pertaining to items on the following agenda – Councillors Bone and Gunton declared an interest in item 14 (both associated with the Playground Committee and their fundraising)
4. **Approval of the minutes of the meeting held on Wednesday 27th January 2016 (the March meeting was inquorate – no minutes)** - Agreement was proposed by Councillor Wood and seconded by Councillor Hamps. **ALL AGREED**

The meeting was adjourned at 7.36pm for public participation and reconvened at 7.37pm

One of the members of the public suggested donating the same amount of money to the playground committee as was allocated to the football club for a grass cutting machine.

5. Reports from District and County Councillors – District Councillor Gray reported the following:-

- There is a change of day for bin collecting and everyone should have received a pack from SNC informing them of this.
- The Local Plan was adopted by SNC the previous Monday with the only remaining plan to be adopted is that of the Gypsy and Traveller Plan.
- A new Greater Norwich Development Partnership plan is underway and landowners have been asked to put forward any plots of land for future consideration for development.
- The Lodge Field application – there is still land required for a footpath link along School Road which belongs to Saffron Housing. Discussions will be ongoing.
- Councillor Gray suggested using a portion of his councillor allocation towards the play equipment replacement programme.

The chairman read out highlights of the County Councillor report.

6. Update on plans for the village hall refurbishment and agree any action – Councillor Hamps informed members that it was yet to be decided on how much land would be required from SNC for the extension, the information was still awaited. However, the Village Hall Management Committee have indicated that they may be able to help once the project gets under way.

7. Update on the works for the lane leading to the playing field and agree any action – Councillor Bennett said that the works to the lane was still outstanding but would be done as soon as resources allowed. The clerk informed members that a query had been received as to whether a redundant telegraph pole could be removed from the area near the Bowls Club building. The clerk to make enquiries. **ACTION - Clerk**

8. To resolve that from 25th May 2016, until the next relevant Annual Meeting of the Council, that having met the conditions of eligibility as defined in the Localism Act 2011 and S1 965 The Parish Councils (General Power of Competence)(Prescribed Conditions) Order 2012, to adopt the General Power of Competence – The clerk had provided members with a report on what the General Power of Competence is and how it can be used, it was up to the members to decide as to whether they wished to adopt it or not. After a short discussion, Councillor Bennett proposed adoption of the power, Councillor Gunton seconded the proposal.

ALL AGREED

9. To discuss and consider an increase to the clerk's hours (no review undertaken in the last five years) and agree any action – The clerk left the room while the discussion took place. On the clerk's return she was asked some questions regarding the workload and responsibilities – after further consultation, members agreed that the clerk's hours should be increased from 7.5 per week to 10 with immediate effect. Agreement proposed by Councillor Bennett and seconded by Councillor Hamps.

ALL AGREED

10. To ratify increasing the clerk's salary by one spinal point (£2.33 per week) from April 2016 in accordance with the clerk's contract for successfully attaining the CiLCA qualification and agree any action – Agreement proposed by Councillor Gunton and seconded by Councillor Meade. Members congratulated the clerk on achieving the qualification. **ALL AGREED**

11. Approval of the accounts for 2015/2016, and to ratify the action taken for VAT (Parish Council transfer to Playing Field) and agree any action – The clerk informed members that £3500 had been transferred from the parish council savings account to the playing field account after receipt of VAT resulting from the football pavilion invoices. This had been intended to be discussed at the March meeting, which was unfortunately inquorate. After further discussion on the income and expenditure, agreement to approve the accounts was proposed by Councillor Bennett and seconded by Councillor Gunton.

ALL AGREED

12. Resolution to sign off sections 1 and 2 of the Annual Return – The chairman read out statements from section 1 and 2 of the annual return, which were all agreed by members. Agreement was proposed by Councillor Hamps and seconded by Councillor Gunton

ALL AGREED

13. Ratification of the choice of internal auditor for the end of year accounts 2016 which was on the agenda for agreement for the last meeting but which was inquorate – The clerk had employed the services of Jackie Ellis, who has been the parish council's internal auditor for a number of years. The cost to the council is the same as other years - £50. The decision was ratified by the members.

14. Discussion on an application from the playground committee for a donation towards new play equipment and agree any action – Councillors Bone and Gunton left the room while this item was discussed. Councillor Hamps commented that the current play equipment is in bad condition and gratitude should be given to those who have given their time and effort in fundraising to make improvements. It was agreed that £2,000 should be donated to the playground committee towards new play equipment, this was proposed by Councillor Bennett and seconded by Councillor Meade.
ALL AGREED

15. Resolution to agree the playground inspector and agree any action – Agreement to employ David Bracey again for this year's playground inspection was agreed.

16. To discuss the purchase of a new grit bin for School Road/Church Road and agree any action – This item was deferred until later in the year.

17. To discuss if there are any areas of the village that would benefit from hedging or tree planting this year and agree any action – The clerk informed members that there is a different system in place now for the requesting of hedging and tree's from SNC. The members were asked to consider if there are any places in the village that would benefit from further planting.

18. To be informed of any Planning Applications and Report of Decisions received since the last meeting:-

SOUTH NORFOLK COUNCIL –

2016/0247 – 19 Queensway, Earsham – Mr. and Mrs. P. and R. Wilson - Rear two storey extension and internal alterations (revised application from 2015/1651 to add a side window) – **APPROVED**

2016/0807 – 12 Elms Close, Earsham – Single storey rear extension – **APPROVED**

2016/0979 – Land East of Kingsbridge, Church Road, Earsham – Mr. Alistair & Mrs. Ella Black – Erection of bungalow with detached double garage and new highway access (revised application) – **PENDING CONSIDERATION**

2016/0977 – Land West of Kingsbridge, Church Road, Earsham – Mr. Alistair & Mrs. Ella Black – Demolition of existing bungalow and erection of 2 chalet bungalows with integral garaging and relocated highway access (revised application) – **PENDING CONSIDERATION**

216/0807 – Little Green Farm, Middle Road, Denton – Mr. Stephen Whiteman – Change of use from agricultural land to garden curtilage and erection of summerhouse with decking – **APPROVED WITH CONDITIONS**

BROADS AUTHORITY – None

19. Chairman's report - None

20. To receive reports from parish councillors (for information only)

Councillor Hamps –

- informed members that the pre-school had asked if they could place a 6' x 4' shed outside the hall. Further information would be requested as to the actual placement of it.
- 10mph signs for the lane leading the playing field will need to be put in place after the football club's container is delivered. Councillor Bone volunteered to put them up.
- There are new plants in the War Memorial planters

Councillor Gunton –

- Requested that a letter of thanks be sent to Geoff Chance for his help with the grasscutting at the allotments and the responsibility of the SAM2 machine. Geoff is recovering from an operation and the members wished him a speedy recovery.

ACTION – Clerk

21. To receive clerk's report (for information only) – The clerk reported the following:-

- **Litter bin lid** – At long last a hood has been sourced for the litter bin in the Jubilee seating area and have been assured that the lid that has been sent is the correct one for the model we have. Someone needs to assess it fairly quickly so that if it is the wrong one, it can be sent back immediately. Councillor Bone volunteered to fit the bin lid.
- **TTO** – An order has been made by NCC for the closure of Denton Middle Road for a period of two days from a point 700m north of its junction with Marshalls Lane for 100m further north. This is for a period of 2 days and traffic has been prohibited with effect from 6th June until 8th June 2016. This is for the installation of a new water connection.
- **Pay increase** – The NJC have agreed a 1% increase from 1st April 2016 for local government workers plus another 1% increase from 1st April 2017. This will increase the clerks wage by £0.10p per hour
- **TT Jones Electrical – Quotation for Col. 28 School Road** – Following a telephone call from a resident to report a fault on this column, TT Jones have reported that the lantern has been damaged by the recent bad weather (wind and rain). They have recommended that it be replaced at a cost of £320.00 + VAT. This lantern will be checked to see if it is on the original list of damaged lanterns from last year, however it was agreed by members that it should be replaced if it is deemed necessary.
- **Community Payback Scheme** – The scheme requires sanitation and running water so the suggestion put forward about footpaths being cleared could be problematic. It was suggested that a portable toilet could be hired, but access to the football pavilion for toilet, shelter and water needs may be possible. The clerk to find out more from the CPS.

22. To approve items of expenditure invoiced since the January 2016 meeting (to include and note March payments) and note balances – Payments for February, March, April and May 2016 were agreed. Parish council payments already made since the last meeting £2,236.31 (PC) £440.89 (PF) and £37.87 (Allots) – cheques for signature £1348.24 (PC) £325.90 (PF). Agreement was proposed by Councillor Hamps and seconded by Councillor Woods. **ALL AGREED**

Balances in accounts as at 24th May 2016 were:-

Parish Council Current Account	£1,655.99
Savings Account	£29,992.67
Playing Field Current Account	£994.08
Savings Account	£3048.81
Allotment Current Account	£108.03
Savings Account	£1,227.89

23. To be informed of significant correspondence and agree any action (list as circulated) -
None

24. To discuss business for the July 2016 meeting - Village Hall and lane leading to playing field

The meeting will be adjourned at 21.33pm and reconvened at 21.34pm for public comments

A member of the public informed the council of the following:-

- There was an increase in the number of dogs using the playing field
- A reminder in the parish magazine may be of some help in reminding people that dogs are not allowed on the field
- Could the SAM2 be used outside the chicane at the Bungay end of the village

25. Date of the next meeting – Wednesday 27th July 2016 at 7.30pm in the Village Hall

The meeting ended at 8.53pm

Signed

Date