

# Earsham Parish Council

## Minutes

**of a meeting of Earsham Parish Council held at The Village Hall  
on Wednesday 25<sup>th</sup> November 2015 at 7.30pm**

**Present:** Councillors: Keith Reeve (Chair), Lynda Hamps (Vice-Chair), Jim Bennett, Karl Gunton and Stephen Wood and Lynda Ling (Clerk)

- 1. Welcome** - The chairman welcomed those present at the meeting.
- 2. To receive and accept apologies from those unable to attend** – Apologies were received and accepted from District Councillor Gray and Councilor Nick Meade
- 3. To receive any declarations of interest, in particular matters to be raised at this meeting** - None
- 4. Approval of the Minutes of the meeting held on Wednesday 30<sup>th</sup> September 2015** – Agreement of the minutes was proposed by Councillor Gunton and seconded by Councillor Hamps  
**ALL AGREED**
- 5. Reports from District and County Councillors, and Parish Crime Statistics** –

District Councillor Murray Gray's report was read out by the clerk:-

- Most of the Local Plan documents are now adopted by SNC. This includes the housing site on School Road. The only documents remaining to be finalised are the Long Stratton Area Action Plan and the Gypsy & Traveller Plan which should come along next year. The Council has started thinking about the next plan which will run to 2036 and will be done in collaboration between SNC, Norwich and Broadland.
- There is still £200 earmarked to help a project by any group in Earsham.
- I'm writing letters of support for the people at Camphill Farm in trying to get funding to establish their vineyard.

The chairman read out a message from the Norfolk Constabulary which informed parties that they are migrating to a new crime management system which is in its final stages of installation, however during this time it is not possible to produce the crime statistics. In the meantime information on crime levels in the local area can be found via the Norfolk Constabulary website.

**6. Update on plans for the village hall refurbishment** – Councillor Hamps reported that she had contacted Nick Woods (architect) and was waiting for his response on the car park changes and altering the back door of the hall.

**7. Update on the works for the lane leading to the playing field** – Councillor Bennett reported that it had been too wet so far, but was hoping to make temporary repairs to potholes before Christmas

**8. To discuss any requirement for the 2016/17 budget document and any agreed action –** The budget document was discussed in detail, the only change requested was to add £345 into the budget for village maintenance. Subject to this one change, agreement was proposed by Councillor Hamps and seconded by Councillor Bennett. **ALL AGREED**

**9. Discussion on the Parish Partnership Scheme Initiative and agree any necessary action –** Members discussed this item again, having spoken about it in the September meeting, but no ideas were forthcoming.

**10. To receive an update on the SAM2 machine –** Councillor Hamps confirmed that she was meeting Roy Payne from Westotec and Geoff Chance (volunteer) on Monday 30<sup>th</sup> November to take possession of the machine and receive some training on how to use it.

**11. To discuss the Norse grass cutting contract which is due for renewal and agree any action –** The clerk read out the grounds maintenance contract form and an outline of the work included, which is the same as the current contract. Norse has increased the cost by 5% to take into account the increase in the National Living Wage, this increase is larger than would normally be applied. Communication had been made with the chairman of Earsham Football Club to ascertain where the club was on their intention to purchase a grass cutter, however it has been confirmed that they are not yet in a position to purchase one and asked that the parish council remain with Norse for the next year. Agreement to stay with Norse for the next year starting in March 2016 at a cost of £1134.22 was proposed by Councillor Bennett and seconded by Councillor Hamps. **ALL AGREED**

**12. To be informed of any Planning Applications and Report of Decisions received since the last meeting:-** The following was noted –

**SOUTH NORFOLK COUNCIL –**

**2015/1863 – Mr. A. Debenham – River Farm, Old Harleston Road, Earsham –** Change of use of ground floor to tea rooms and internal alterations to first floor. Change of use of land to caravan and campsite – PENDING CONSIDERATION

**2015/2218 – Mr and Mrs. A. Black – Land west of Kingsbridge, Church Road, Earsham –** Erection of cottage dwelling with attached garage and new highway access (revised application) – PENDING CONSIDERATION

**BROADS AUTHORITY** – None to date

**13. Chairman's Report –** None

**14. Reports from parish councillors and any agreed action –**

**Councillor Gunton** – reported that Sam Dossett was going to clear the overgrown allotments including rotavating them, and he had spoken to interested parties who were going to take over two of the three vacant plots. A discussion was held on the subject of bonfires on the allotments and it was suggested that an item be placed in the village magazine in April giving information on SNC guidelines regarding this.

**Councillor Wood** – reported that part of the footway near Elms Close has been repaired but the worst parts hadn't. The clerk was asked to find out from Highways why this was the case.

**17. To receive clerk's report and any agreed action** – The clerk informed the members of the following:-

1. The Annual Return has come back as complete, however, it has been a particularly difficult one this year which delayed the signing off of the Return. The Audit fee has increased to reflect the fee scales set by the Audit Commission because the parish council normally has income/expenditure below £25,000, it falls in the lowest bracket of fees, however, as the costs were significantly higher for the year due to the football pavilion, it meant that the fees went up accordingly. This financial year will see the income and expenditure drop back to normal levels which will mean a lower audit cost next year.
2. The next joint meeting of Alburgh, Denton, Earsham, Topcroft and Wortwell parishes will be held at Wortwell Community Centre at **7.30pm on Monday, 13<sup>th</sup> June 2016**. The Guest Speaker will be Mr. Geoff Doggett from the Earsham Trust. Also in attendance, we hope will be our District and County Councillors and also a representative from the local Police.
3. Sign on The Street to the Playing Field – This at long last has been actioned (Defect no. 915974). These should be made in the next few weeks and once they have been delivered they will get erected.
4. The planning application for the land east of Kingsbridge, Church Road, Earsham – erection of bungalow with detached double garage and new highway access has been refused by South Norfolk Council

**18. To approve items of expenditure invoiced since the September 2015 meeting and note balances** – Payments for October and November 2015 were agreed. Parish council payments already made since the last meeting £135.06 (PC) £177.55 (PF) £42.58 (Allots) – cheques for signature £2753.14 (PC) £18.72(PF) £10.00 (Allots). Agreement was proposed by Councillor Reeve and seconded by Councillor Bennett. **ALL AGREED**

**19. To be informed of significant correspondence and any agreed action (list as circulated) –**  
None

**20. To discuss business for the January 2016 meeting –** Precept and SAM2

**21. To confirm the date of the next meeting – Wednesday 27<sup>th</sup> January 2016 at 7.30pm at the Village Hall**

The meeting ended at 8.53pm

Signed .....

Date .....