

Earsham Parish Council

Minutes

of a meeting of Earsham Parish Council held at the Queen's Head on Wednesday 30th November 2016 at 7.30pm

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

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

- 1. Welcome** – The chairman welcomed those present at the meeting
- 2. To receive and accept apologies from members unable to attend** – Apologies were received from Councillor Hamps and accepted.
- 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** – Councillor Meade declared an interest in item 17
- 4. Approval of minutes of the meeting held on Wednesday 28th September 2016** - Agreement was proposed by Councillor Reeve and seconded by Councillor Meade. **ALL AGREED**

No public participation at this point in the meeting

5. Reports from District and County Councillors – District Councillor Gray read out the following report:-

- £400 had been donated to the Playground Committee towards the funding for new play equipment.
- Two sites have been put forward in Earsham as part of the GNLP – the field as you come into the village from Harleston on the left, and another field behind the Rectory. These sites will be assessed in due course and councillors were invited to contact Councillor Gray if they had any strong feelings towards the submissions.
- Electoral Review – The South Norfolk Council proposals will take Topcroft out of the Earsham Ward but will add other parishes including Ditchingham. This is at the consultation stage only at the moment, and councillors agreed that they had no comment to make at present.

There was no County Councillor report.

- 6. To receive an update on plans for the village hall refurbishment and any agreed action** – Councillor Woods reported that he had spoken to his architect (Item 7 28th September 2016 minutes) who was happy to have a look at the plans. This will be discussed again at the next meeting.
- 7. Adoption of a Communications Policy and any agreed action** – Agreement proposed by Councillor Bone and seconded by Councillor Bennett. **ALL AGREED**
- 8. Adoption of Health & Safety Policy and any agreed action** – Agreement proposed by Councillor Bennett and seconded by Councillor Bone subject to an amendment of Point 2.4 of the policy to include '*Accident Book to be held by the Clerk*'

ALL AGREED

9. Adoption of a Training & Professional Development Policy and any agreed action –
Agreement was proposed by Councillor Reeve and seconded by Councillor Meade. **ALL AGREED**

10. Adoption of Data Protection Policy and any agreed action – Agreement was proposed by Councillor Meade and seconded by Councillor Gunton subject to an amendment of

- **Data is not kept longer than it is needed –** Data no longer needed will be shredded or securely disposed of - to read '*Data containing personal information and is no longer needed, will be shredded or securely disposed of.*' **ALL AGREED**

11. Adoption of a Complaints Procedure and any agreed action – Agreement was proposed by Councillor Bone and seconded by Councillor Bennett. **ALL AGREED**

12. Review of the Freedom of Information Act Publication Scheme and any agreed action –
Agreement proposed by Councillor Bennett and seconded by Councillor Meade. **ALL AGREED**

13. Review of the Equal Opportunities Policy and any agreed action – Agreement proposed by Councillor Gunton and seconded by Councillor Bennett. **ALL AGREED**

14. Ratification of the clerk's involvement in the funding process for new play equipment and any agreed action – Members agreed they were happy with the clerk acting on their behalf as the third party funder for a recent funding application. Thanks were extended to Councillor and Mrs. Gunton for the work they have done in the process for getting new play equipment. **ALL AGREED**

15. Milestone Lane old sign and any agreed action – Councillor Meade spoke to members about the historic heritage of the sign and suggested that it may be a good idea to get the sign restored and possibly resited. The chairman suggested that some money should be spent on the sign and proposed taking steps to do so. This was seconded by Councillor Meade. The clerk was asked to contact Highways to get more information, and to find out possible costs for refurbishment. **ALL AGREED**

16. Electoral Review of South Norfolk and any agreed action – The clerk informed members of the proposal currently being put forward by South Norfolk Council which would see the Earsham Ward increase quite significantly. A lengthy discussion took place between members on this topic but had no official comment to make. **ALL AGREED**

17. Information of the GNLP 'call for sites' and any agreed action – Councillor Gray had spoken of this earlier and it was agreed to discuss this again at a future meeting.

18. Discussion on the draft budget 2017-18 and any agreed action – The clerk was asked to add in the potential cost of refurbishing the Milestone Lane sign (Item 15) and to discuss the budget again at the next meeting. **ALL AGREED**

The chairman suspended standing orders at 8.45pm and reconvened the meeting at 8.46pm

A member of the public commented that a company in Dorset is restoring road signs with the lettering been refurbished in recycled aluminium.

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

SOUTH NORFOLK COUNCIL – 2016/2436 - Applicant: Ms & Mr Hannah & Dean Turner-Evans & Tricker - 8 Waveney Crescent Earsham NR35 2TW
Proposal: Rear extension to create open plan living space with separate shower room, utility and pantry.

BROADS AUTHORITY – None to date

20. Chairman's report – The chairman informed councillors that he, Councillor Bennett and the clerk had attended the Joint Parish Meeting held recently at Wortwell Community Centre. The speaker/demonstrator for the evening was Steve Hammond a member of the Waveney First Responders. The chairman suggested revisiting the idea of having a defibrillator in the village, a suggestion which had been made previously. The clerk was asked to find out if there was any funding available for the purchase of one. **ALL AGREED**

The chairman also asked members about the cost of red telephone boxes and if it would be possible to purchase one to use as a home for a defibrillator. Members agreed that they would be very expensive, but it was worth looking into costs.

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

Councillor Meade -

- Informed members that he had found some old papers going back to 1935 and suggested that they could be archived at the Norfolk Record Archive. The clerk currently has some papers secured in the council filing cabinet, and suggested that they too could be archived.

Councillor Gunton –

- Confirmed that the wooden house/climbing frame on the playground had Heras fencing around it and would be dismantled when time allowed

Councillor Wood –

- Reported loose road chippings near The Elms. The clerk confirmed that these chippings had already been reported to Highways for clearing. Councillor Wood also informed members that the path towards Bungay had been resurfaced.

Councillor Bone –

- Asked if the dog signs had been purchased. The clerk replied that she had bought them and had brought them with her.

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

- **Removal of telecommunications pole at playing field** – BT have now disconnected the pole and removed the telephone wire and will be removing the pole itself in due course. Thanks to Peter Goodfellow for following this up and getting some action done for its removal.
- **BT Phonebox removal** – All the relevant information has been gathered and submitted to BT for the removal of little used phone boxes. The consultation runs until 14th December 2016, no phone boxes will be removed until after that date.
- **Proposed bus timetable for 2017** – This was sent out to councillors last month and is an updated version of the timetable produced in September. A review was taken of passenger usage and feedback and the timetable is scheduled to come into effect from January 2017.
- **Mower – EFC** – The football club has raised £10,000 so far which includes the £2,000 donation from the parish council (not yet paid). A further application has been prepared to the Football Foundation for £13,000 which is in the final stages of preparation. It is hoped that the football club will get a decision in January. The total monies of £23,000 would purchase a brand new mini tractor, grass-cutter and roller plus an implement which will spike and splice the playing field. No dates are available yet for when the football club will take over the cutting of the field, as this will depend on funding being received. The Norse contract was renewed for one year in 2015, so when Norse contact the clerk again to extend the contract, the clerk will ascertain again at that point how the football club's timeframes are looking for the purchase of their grass-cutter and bring back to council for a decision.

- **SNC Precept letter** – Parishes have received an update regarding the 2017/18 precept-setting process. Current predictions indicate that the Revenue Support Grant received by SNC and used for the Council Tax Support grant to parishes, will be cut by 55.33% for 2017/18. If this is the case Earsham will receive in the region of £619.13 instead of the £1386 received last year. The precept forms are expected to be issued on 16th December and the deadline for returning the completed form will be 20th January 2017. Following the recent consultation on referendum principles for larger and parish town councils, the Government response is still awaited.
- **Joint Parish Meeting** – A Joint Parish Meeting was held at Wortwell Community Centre on Monday 14th November. Attendance at the meeting was Cllr Murray Gray and representatives from Earsham, Denton, Wortwell and Alburgh. A demonstration of how to use a defibrillator effectively was delivered by Steve Hammond, Community First Responder from the East Anglian Ambulance Trust and his colleague.
- **NCC Rangers** – I have contacted the Rangers and asked them to clean speed signs, bollards etc. and to clear the blocked drain at the junction of Milestone Lane and Church Lane which was in response to Cllr Meade's request.

23. To approve items of expenditure invoiced since the July/September 2016 meeting and note balances – Payments for October and November 2016 were agreed. Parish council payments already made since the last meeting £1360.29 (PC) and £941.60 (PF) and £35.31 (Allots) – cheques for signature £3594.11 (PC) £48.64 (PF).

Agreement was proposed by Councillor Gunton and seconded by Councillor Reeve. **ALL AGREED**

Balances in accounts as at 30th November 2016 were:-

Parish Council Current Account	£4,080.41
Savings Account	£29,700.00
Playing Field Current Account	£760.38
Savings Account	£3100.00
Allotment Current Account	£200.87
Savings Account	£1,348.19

24. To be informed of significant correspondence and agree any action (list as circulated) – Email from resident regarding the overgrown hedge along the allotments – Cllr. Meade has spoken to Stephen Revell who normally deals with this, and cutting will take place in a few months time.

25. To discuss business for the January 2017 meeting - Village Hall, Milestone Lane sign, precept and budget, archiving of documents, red telephone box

The meeting will be adjourned at 21.27pm and reconvened at 21.35pm for public comments

Members of the public raised the following:-

- The Angles Way footpath is blocked by overgrowth – this to be reported to NCC
- More dogs on the field – any bye-laws in place – the clerk was asked to check this
- Marston Moor – sign put up by residents

26. Date of the next meeting – Wednesday 25th January 2017 at 7.30pm in the Village Hall, Earsham

The meeting ended at 21.37pm

Signed

Date