

Earsham Parish Council
Minutes
of a meeting of Earsham Parish Council held at the Village Hall,
on Wednesday 30th May 2018 at 7.30pm

Present: Councillors: Keith Reeve (Chair), Stephen Wood (Vice-Chair), Jim Bennett, Scott Bone, Karl Gunton, Tony Leech and Nick Meade (arrived during Item 15)

Also present: Lynda Ling (Clerk), District Councillor Murray Gray, Peter Goodfellow (Earsham Football Club) and 1 member of the public

1. **a) Election of Chairman** – Cllr. Bone nominated Cllr. Reeve which was seconded by Cllr. Gunton. **ALL AGREED**
 b) Chairman's Declaration of Acceptance of Office was signed
 c) Election of Vice-Chairman – Cllr Reeve nominated Cllr. Wood which was seconded by Cllr. Leech **ALL AGREED**
2. **Welcome** – The chairman welcomed those present at the meeting
3. **To receive and accept apologies from members unable to attend** – None
4. **To receive any declarations of interest, in particular matters to be raised at this meeting** – None
5. **Approval of minutes of the meeting held on Wednesday 28th March 2018** - Agreement was proposed by Councillor Wood and seconded by Councillor Gunton subject to a change as requested by District Councillor Gray as follows :- To take out the wording '*new roundabout at Hemprall crossroads*' and replace it with '*Long Stratton Bypass*' **ALL AGREED**

6. Reports from Police, District and County Councillors –

The Chairman read out the crime figures for April and May which covers Harleston, Earsham and Beck Vale. An email from Inspector Selvarajah was also read out regarding the police cover being put in place and areas of responsibility across the district.

District Councillor Murray Gray reported the following: -

- SNC is working with Broadland DC to share resources with an agreement being reached this summer on working practices. A CEO has been appointed to reduce costs.
- A new planning application for School Road will be issued very soon.
- Homersfield Picnic Site – funds have been applied for in order for Alburgh PC to purchase the site.

Standing orders were suspended at 19.43pm and reconvened at 19.58pm to allow Peter Goodfellow to speak on the next item

7. **Discussion regarding Health & Safety on the playing field whilst grass cutting is in progress and agree any action** – Peter Goodfellow informed the council that now the football club has taken the responsibility for grass cutting on the playing field, he has concerns that children still enter the playground whilst cutting is in progress, and he asked how he would stand if a stone was thrown up and injured child. It was suggested that signs be purchased advising of grass cutting and indicating that the play area is closed. After further discussion, it was agreed to contact Black Dog Signs with a view to getting signs made up. Peter also asked who previously strimmed the edges of the field and after being informed that Norse used to do it, he then suggested purchasing a heavy-duty strimmer which could be a shared cost between the parish council and football club. The strimmer Peter had been looking at was £269. Agreement was proposed by Cllr. Reeve and seconded by Cllr. Gunton. **ALL AGREED**

- 8. Resolution to pay the forthcoming years parish insurance of £1007.71** – Agreement proposed by Cllr. Bennett and seconded by Cllr. Gunton. **ALL AGREED**
- 9. Resolution to agree the employ the services of John Bracy, playground inspector (£80 +VAT)**
– Agreement proposed by Cllr. Gunton and seconded by Cllr. Bone. **ALL AGREED**
ACTION - Clerk
- 10. Resolution to agree the services of this year's internal auditor (£55)** – Agreement proposed by Cllr. Bone and seconded by Cllr. Gunton. **ALL AGREED**
ACTION - Clerk
- 11. To receive an update on the sign on Milestone and School Lanes, costs and any agreed action**
- Deferred
- 12. Discussion on the condition of the footpath outside the village hall and any agreed action** – A brief discussion was held on responsibility and costs relating to improvements on the footpath which was raised at the last meeting, when it was decided to extend the concrete path alongside the building, and this was subsequently considered by the Village Hall Management Committee. Cllr. Gunton confirmed that the VHMC could not afford the cost, although they would do something with the fire door step as it is too high.
- 13. Resolution to approve the accounts for 2017/2018** – Agreement proposed by Cllr. Reeve and seconded by Cllr. Bennett. **ALL AGREED**
- 14. Resolution to sign off sections 1 and 2 of the Annual Return and any agreed action** – The chairman read out both sections to members, agreement was proposed by Cllr. Gunton and seconded by Councillor Woods. **ALL AGREED**
- 15. Discussion on new signage for the play area and consider purchasing two new bins (playing field and lay by) and any agreed action** – Cllr. Bennett brought the sign to the meeting with him, and members generally agreed to leave the signs as they are, but to try and clean them up to see how they look. It was agreed to purchase two green bins for the playground area and the lay by at a cost of £104 each. Agreement proposed by Cllr. Bone and seconded by Cllr. Gunton **ALL AGREED**
ACTION - Clerk
- 16. Discussion on the by-laws for the playing field** - Deferred
- 17. Resolution to agree policies to comply with GDPR regulations** – Members had been supplied with copies of a Privacy Notice Policy, GDPR Risk Assessment, Data Protection Policy, Information Protection Policy and an Information Security Incident Policy prior to the meeting. Agreement to adopt these policies was proposed by Cllr. Reeve and seconded by Cllr. Bennett. **ALL AGREED**
- 18. Discussion on the purchase of a new post and gate for the allotments** – The expenditure of up to £300 was agreed for any necessary items for the allotments. Agreement proposed by Cllr. Gunton and seconded by Cllr. Bone. **ALL AGREED**
ACTION - KG
- 19. Update on the village hall refurbishment** – None
- 20. Discussion regarding overgrown vegetation on Station Road** – After a general discussion it was agreed that Cllrs. Gunton and s would get quotes to get this area cut back. It was agreed also to contact Saffron Housing to ask for a map of The Sidings to ascertain boundary areas. **ALL AGREED**
ACTION - Clerk
- 21. To note the new rates of pay applicable from 1st April 2018 as awarded by the National Joint Council for Local Government Services** – Noted.

22. To discuss and agree the purchase of back-up storage for the parish council laptop (£49.99) –
The clerk informed members that a new back up was needed now as the one that had been used for the last 6 years no longer functioned, this was also important for the compliance with GDPR. Agreement proposed by Cllr. Reeve and seconded by Cllr. Bennett. **ALL AGREED**

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

SOUTH NORFOLK COUNCIL –

2018/0668 – Discharge of Condition – Kingsbridge, Church Road, Earsham NR35 2TJ – Discharge of conditions 10 and 12 (b/c) application following 2016/0977 – (10) – Water Consumption (12b/c) – Archaeological – **APPROVAL OF DETAILS WAS APPROVED**

NORFOLK COUNTY COUNCIL – None
BROADS AUTHORITY – None

24. Chairman's report – None

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

- Cllr. Gunton reported on an email which the clerk had sent out to members regarding a discounted rate being available if there could be a reduction in the number of times the dog bins were being emptied - Cllr. Gunton had now investigated this and concluded that it would be better to leave the arrangement as it is.
- Cllr. Wood reported that the SAM2 machine was still with Westotec being repaired.
- Cllr. Meade reported on Item 11 which he had missed due to his late arrival. Communication has been made with Richard Deller from NCC who has advised that the removal and delivery of the post to Cllr. Bennett will be at the parish council's cost, however once sandblasted, NCC will secure in the new location at no cost to the parish council. Cllr. Meade is still trying to source the oak for the fingerposts.

26. To receive clerk's report (for information only) – The clerk reported that the cost of electricity was due to increase from 24th July 2018 for the supply to the pavilion. Members asked the clerk to investigate if there was a better deal than the one on offer from the current supplier EON and if so, sign up to that one, however in the event that there isn't a better deal, the clerk has delegated authority to sign up to a fixed price plan of around £471.86 pa offered by the current supplier. **ACTION - Clerk**

27. To approve items of expenditure invoiced since the March 2018 meeting and note balances –
Payments for April and May 2018 were agreed. Parish council payments already made since the last meeting £177.07 (PC), £64.00 (PF) – cheques for signature £20305.39 (PC) £137.36 (PF) and £530.90 (Allotments). Agreement proposed by Cllr. Bennett and seconded by Cllr. Reeve. **ALL AGREED**

Balances in accounts as at 29th May 2018 were: -

Parish Council Current Account	£ 2,180.86
Savings Account	£ 33,404.57
Playing Field Current Account	£ 728.79
Savings Account	£ 5,586.77
Allotment Current Account	£ 173.00
Savings Account	£ 1,625.65

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

29. To discuss business for the May 2018 meeting - Milestone Lane sign, Refurbishment of village hall, Footbridge, VH path, The Sidings, Road to the Pavilion and car park.

Standing orders were suspended at 21.19pm and reconvened at 21.25pm for public participation

The following questions were asked by the member of public, Mr. Hall:-

- Further questions need to be asked of NCC and explanations given why a metal bridge is needed for a footpath to replace the collapsed one. A lot of expensive overheads could be avoided.
- Bin on Marston Moor – sometimes had dogs bags in it, is this acceptable. *Members thought this was probably unavoidable in the absence of a dog bin, so agreed that it was.*
- Jubilee Bench – this needs strimming and Mr. Hall unable to do this due to other commitments. Cllr. Gunton agreed to look at it and Peter Goodfellow may be able to help.
- Peter Goodfellow thanked the parish council for filling in the potholes on the lane leading to the pavilion, however, the largest one hasn't been done. Cllr. Bennett commented that it needs scraping but will be discussed in more detail at the next meeting.

30. Date of the next meeting – Wednesday 25th July 2018 at 7.30pm in the Village Hall, The Street, Earsham

The meeting ended at 21.26pm

Signed

Date