

Earsham Parish Council
Minutes
of a meeting of Earsham Parish Council held by way of video conferencing on
Wednesday 5th May 2021 at 7.30pm

Present: Councillors: Stephen Wood (Chair), Keith Reeve, Jim Bennett, Tony Leech, Nick Meade and Richard Randlesome

Also present: District Councillors Brendon Bernard and Chris Brown, 2 members of the public (Geoff Hall, Peter Goodfellow) and Lynda Ling (Clerk)

1. Election of Chairman and Vice-Chairman –

a) Cllr Reeve proposed Cllr Wood to continue as Chairman which was seconded by Cllr Leech, everyone agreed and Cllr. Wood accepted the nomination.

b) Cllr Wood signed the Declaration of Acceptance of Office form and emailed to the Clerk

c) No Vice-Chairman was elected at this meeting and was deferred until next time

2. To receive and accept apologies from members unable to attend – Cllr. Gunton (work commitments)

3. To receive any declarations of interest, in particular matters to be raised at this meeting – None

4. Resolution to approve the minutes of the meeting held on Wednesday 31st March 2021 - Agreement was proposed by Councillor Reeve and seconded by Councillor Bennett **ALL AGREED**

5. Reports

Police – The Police Report had been forwarded to councillors prior to the meeting and primarily talked about COVID19

District Councillor Report – District Cllr. Brown reported:-

- South Norfolk Council had their AGM over a week before which was primarily for electing members to committee's. A matter had been raised with the Cabinet Member of Environment regarding support for litter picks which has been suspended due to COVID and it was agreed to look at this again.
- Face to face meetings are resuming and changes are having to be made for SNC to comply with regulations, i.e. number of people attending including members of the public and advance notice of intention to attend.
- There is going to be a joint new council website, launched in June for both South Norfolk and Broadland Councils collaborative working.

District Cllr. Bernard added :-

- That the district council have been very concerned with COVID related issues and supporting those in need,
- An excellent job has been done with the managing of the health line and business support.
- Work is still ongoing with relation to the flooding issues experienced at Christmas
- Rates have been increased by the maximum amount allowed.

Chairman's and Parish Councillor Reports–

- **Chairman's Report** – The purchase of a dog bin agreed at the last meeting has arrived and Cllr. Wood is waiting for the torque tool to arrive in order to fit it. It was also mentioned that some forward thought needs to be given on who will empty the bins in the Jubilee area if Geoff Hall cannot do it.
- **Cllr. Reeve** – There is some overgrown hedging in the vicinity of the new bridges, now starting to grow over the path. Geoff Hall commented that Stephen Way normally cuts it but it would have grown over while the bridge work was taking place. It is hoped it will be cut again once the nesting season has finished.
- **Cllr Bennett** – No more complaints have been received about noise at the Queen's Head which had been reported at the Annual Parish Meeting. This was at the beginning of restrictions being lifted and it was assumed that the noise was high spirits at being allowed to mix again.

Clerk's Report –

- Now that the legislation has expired for online meetings and there will be a return to face-to-face meetings, the clerk reported that for the next meeting, the use of Earsham Village Hall will not be possible until 21st June, therefore making it impossible to hold a meeting indoors (the Queen's Head is not an option due to current restrictions and the back room is too small for social distancing). However, a meeting will need to be organised sometime during June to sign off the accounts and AGAR for the external audit (the papers have to be with PKF Littlejohn by no later than 30th June), so would councillors be happy to consider holding a short meeting outdoors? **This was agreed to.**
- I would also like the parish council to agree the continuity of my having delegated authority whilst the pandemic still poses a threat to health and safety and also to ask if councillors are still happy to receive agenda's and supporting paperwork via email. **All agreed.**

6. Village Items – Update on all village items, including speed sign on School Road, WW1 Commemorative Plaque, signpost, millennium film, flooding, Village Hall exterior works including ramp –

SAM2 – The clerk informed members that a letter had been received from NCC to say that the Parish Council had been successful in gaining grant money to purchase another machine. Thanks to the NCC Local Member contribution of £1350, the Parish Council would only need to pay £375. A Memorandum of Understanding needs to be completed with notification on which roads the machine will be used on. This had previously been agreed that Church and School Road would be the favoured roads. Once the paperwork is completed and approved by NCC, the Clerk will order the machine.

WW1 Commemorative Plaque - Cllr. Meade commented that he is awaiting an email from the stonemasons.

Signpost – Cllr. Meade reported that he had contacted a company that day but had found other companies that sell the aluminium posts. The Clerk asked if the information that she had included on the report about the replacement bench had been noted, as that too gave information on signposts. Cllr. Meade said he would have a look at it.

Millennium Film – Cllr. Meade commented there was nothing concrete to report but has started a list on what is on the film and hopefully will be able to send out in a few days' time.

Flooding – No update

Village Hall Works – Cllr. Leech reported that Scott Bone has submitted an invoice for some work. Cllr Leech has tried contacting Dermot Chapman to arrange a survey and is awaiting a response from a message left.

Village Hall Ramp – It was agreed to ask Dan, Scott and Terry to quote for the works, Cllr. Wood would contact them.
ACTION – Cllr Wood

- **Clean & Visual Inspection 2021 – Streetlighting Maintenance** - Letter from TT Jones Electrical advising that two defects were found, one supply box door missing on a column on The Street and foliage needed cutting back at the base of a column on Church Road/Junction with Milestone Lane.
- **Discussion on the design and cost of a bench to replace the stolen one on Pheasants Walk** – The clerk had investigated more benches in response to comments from the last meeting, and sought benches that were made of recycled plastic, had no metal in them and had arms. A report had been sent out previously and after some discussion it was agreed to purchase the Glasdon Phoenix Seat at a cost of £506.98 + VAT but included free delivery. Cllr. Bennett commented that he would be happy to have the bench delivered to his premises.

**ALL AGREED
ACTION - Clerk**

- **Discussion on the planting of new trees in the village** - The clerk mentioned an email regarding the 1 million trees initiative from NCC, that was recently sent to councillors and which was discussed last month which quoted:-

Opening in May, Norfolk County Council will be welcoming applications and offers of support to help achieve our ambitious plan to plant 1 million trees across the County, as part of our wider aims to deliver lasting environmental benefits throughout Norfolk.

By giving each County Councillor a budget to spend, we believe this will provide a strong local approach to best establish, nurture and maintain trees and hedges, working alongside our partners to ensure this is best delivered for each individual areas across Norfolk, not just adopting a one size fits all model, but a locally tailored approach.

The Clerk has sent an email to the officer who is delivering this initiative and is awaiting a response. A short discussion ensued on the area of land at the end of the village and where the old road used to run.

- **Agreement to purchase 2 x tonne bags of bark for the work recently completed on The Green** – Following the last Parish Council meeting, the Clerk had obtained some quotes, however, it was difficult to ascertain if they were like for like due to the differing weights and measures that were used by different companies. Cllr. Bennett agreed to have a discussion with Des on this item.
ACTION – Cllr. Bennett
- **Discussion on the purchase of a new noticeboard for the Village Hall wall** – The clerk had sent out a report to councillors giving different options and sizes. The members asked if there were any recycled plastic versions and deferred the item until the next meeting.
ACTION – Clerk

7. Planning Applications – The following was noted -

Application Number :

App Type : 2021/0457 Householder

Location : 14 Princess Way Earsham NR35 2SY

Proposal : To create a residential vehicle access crossing to the property by dropping the kerb to the highway and hard standing for parking on existing front garden.

Decision : Approval with Conditions Delegated

Date of decision : 22 April 2021

Application Number : 2021/0800

App Type : Approval of Condition

Location : Church Farm Church Road Earsham NR35 2TL

Proposal : Discharge of Conditions 4 - flood risk and flood resilient measures, 5 - finished floor levels, 6 - emergency flood and evacuation plan of permission 2020/2275

8. Finance – Approval of items of expenditure invoiced since the March 2021 meeting and note balances –

Payments already made – Parish Council - £402.19 – Playing Field - £97.36 (payments are excluding VAT)

Payments for approval at this meeting – Parish Council - £1444.05. Agreement proposed by Cllr. Leech and seconded by Cllr. Bennett

ALL AGREED

Balances in bank accounts as at 4th May 2021 – Parish Council £48,766.74, Playing Field £7095.59 and Allotments £108.78.

The Clerk asked the members if they would be happy to pay for the payroll invoice which she has been paying annually for up until now. Councillors agreed that this should be a parish council responsibility and agreed to pay it. The Clerk was asked to look back at previous invoices and submit them to the parish council for payment.

ACTION - Clerk

9. Playing Field/Play Equipment/Bowls Club/Allotments –

- **Review of allotment rules and regulations to include a discussion on structures currently on the allotments** – It was suggested that if the next meeting is to take place outdoors, then an inspection of the allotments could follow straight afterwards and an informal meeting could be convened to discuss the detail of the rules and regulations.
- **Consideration of a request to install raised planters on an allotment plot** – deferred until the inspection has taken place.
- **Bowls Club invoice** – A lengthy discussion took place on correspondence received from Les from the Bowls Club, which queried the cost of the electricity which the Club had been invoiced for. The Club have seen a significant reduction in income due to the pandemic and asked if the Parish Council would be able to help.
The indication is that the Club have not been paying enough towards electricity in previous years as there was no way to determine what the split should have been between the Bowls and Football Clubs. This is now possible due to the football club having had meters installed, plus once the borehole is up and running, the water bill will be virtually zero for both clubs which will bring down the overall costs. After some further discussion it was agreed to waive the rent for the Bowls Club (£120), Peter Goodfellow also offered to contribute another £100 towards the electricity invoice for the Bowls Club which was gratefully accepted. The clerk will resend an updated invoice to the Bowls Club taking into account all of the above and suggest they submit their own meter readings regularly. Agreement to the above was proposed by Cllr. Bennett and seconded by Cllr. Reeve.

ALL AGREED

10. Significant correspondence – The clerk commented that all correspondence had been forwarded to councillors and had been dealt with or replied to.

11. Business for next meeting – Speed sign on School Road, Commemorative Plaque, Signpost, allotments, Millennium Film, Flooding, Village Hall needing work to the exterior, the ramp at the back of the Village Hall, Pheasants Walk bench and information regarding tree planting.

The meeting was adjourned at 21.10pm and reconvened at 21.11pm for public comment

Geoff Hall asked Cllr. Wood to let him know when the dog bin has been installed. This was agreed.

12. Date of the next meeting – TBC

Cllr. Wood thanked everyone for attending and closed the meeting at 21.13pm.

Signed ... S. Wood

Dated23rd June 2021