

**Earsham Parish Council**  
**Minutes**  
**of a meeting of Earsham Parish Council held in**  
**Earsham Village Hall on Wednesday 28<sup>th</sup> July 2021 at 7.30pm**  
**COVID restrictions will apply**

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

**Also present:** County Councillor Barry Stone, 4 members of the public and Lynda Ling (Clerk)

**1. Welcome –** Cllr. Wood welcomed those present to the meeting

**2. Apologies from members unable to attend –** Apologies were received and accepted from Cllr. Meade

**3. 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 – Cllrs Leech and Randlesome declared an interest in item 11 – allotments as both live opposite

a) To consider any dispensation requests - None

**4. Resolution to approve the Minutes of previous meeting**

- Parish Council meeting held on Wednesday 23<sup>rd</sup> June 2021 – Agreement was proposed by Cllr. Reeve and seconded by Cllr. Leech **ALL AGREED**

**The meeting was adjourned for public participation at 19.35 and reconvened at 19.40**

**5. Co-option of interested candidates for the councillor vacancy –** Consideration of co-opting candidates who have come forward in response to a casual vacancy on the council, and if appropriate, to appoint a councillor by co-option. If an appointment is made, the new councillor should then sign the Declaration of Acceptance of Office.

The Chairman asked the applicants to vacate the meeting room so councillors could take a vote (19.33) after a unanimous vote by a show of hands, it was agreed to co-opt Peter Goodfellow onto the council. The candidates entered the meeting at 19.36 and Peter was informed of the decision. Agreement was proposed by Cllr. Wood and seconded by Cllr. Reeve **ALL AGREED**

Peter signed the Acceptance of Office form provided by the Clerk and took his place with the other councillors

**6. Reports –**

- **Police, District and County Councillors –** The Police, District and County Councillors reports were circulated to Cllrs earlier this week.

**County Councillor Stone** - added to his report by mentioning that he is keeping a close eye on environmental issues and also to ensure that policy is being implemented.

**Local Members fund** – has been increased to £10,000 and is mainly for environmental type projects

**Mobile phone coverage** – Barry asked that people let him know if the mobile coverage in the area is bad. The Government has announced a £1bn fund to improve mobile phone coverage and this will enable operators to share masts where possible and build new masts more quickly.

**Parish Rangers** – will be contacting parishes to let them know when they will be in their area.

**Village Clusters** – Barry is a member of the GNLP Committee and if there are any questions he would be happy to answer them. The proposed sites in the Clusters document may change or not happen at all, certainly nothing will happen until 2026 (new plan runs from 2027 – 2036).

- **Chairman's report** – Cllr. Wood reported that there was a bag of weeds on The Green waiting for removal. Cllr. Bennett commented that he would remove.

**ACTION – CLLR. BENNETT**

- **Parish Councillors** –

**Cllr. Reeve** – Commented that there has been a lot of rubbish dumped at the far end of the village and there was a lot of overgrown bushes on Church Path.

**Cllr. Bennett** – The new bench has been delivered however the security nuts are missing – Clerk to contact Glasdon to chase up

**ACTION - CLERK**

- **Clerks Report** –

1. **SAM 2** – Permission has been granted by NCC Highways to locate the new machine at the sites recently agreed by councillors

2. **VAT** – HMRC have refunded the claimed VAT of £1430.82 to the Parish Council for the financial year 2020-21

3. **External Audit** – PKF Littlejohn have acknowledged receipt of the Exemption Certificate which means the Parish Council will not have any audit costs this year. The Elector's Rights is on the noticeboard and on the website, along with supporting paperwork.

4. As the agenda had some quite weighty items on it for this month, other items such as the discussion on the purchase of a new litter bin, review of standing orders, financial regulations and risk assessments have been postponed until the September meeting.

5. **Recycling Agreement** – The application for the annual £200 has been submitted to SNC for the recycling centre

6. **Funds from NCC for SAM2** – I am awaiting a copy of the invoice from Westcotec confirming that the machine has been paid for before I can claim back £2975 from NCC

## 7. **Village Items** –

- Update on all village items, including the speed sign on School Road, WW1 Commemorative Plaque, Signpost, Millennium film, and flooding in general (inc. Church Road) - As Cllr. Meade was not present at the meeting, there was no update on the majority of village items. A short discussion took place on the flooding in the village and the drainage going into the attenuation basin on The Green

- **Update on the Million Trees for Norfolk initiative and SAM2** – The Clerk informed the meeting that a letter had been received from the Million Trees for Norfolk team to say that the website was still being worked on and a reminder of initiatives already confirmed which will contribute towards the 1 Million Trees target.

**SAM2** – The machine has been paid for and Westcotec are now building the machine which should be ready within the next couple of weeks.

- **Discussion on the Village Hall Survey report** – Everyone agreed that the items raised in the report needed to be done and consisted primarily of maintenance work. Cllr. Wood suggested getting three quotes in order to progress the work which was agreed. Cllr. Wood will approach three contractors.

**ACTION – CLLR WOOD**

- **To agree the purchase of 2 x tonne bags of bark for the work recently completed on The Green** – Cllr. Bennett reported that he had located wood chippings and will progress as soon as possible.

- **Parish Partnerships Initiative 2021/22** – Letter of Invitation received from NCC to apply for funding for 2021/22 for minor projects.

- **Discussion on the South Norfolk Council Village Clusters Housing Allocations Plans and agree a response** – A long conversation was held on the issues and merits of the proposed two sites that have been put forward for consideration to SNC. The parish council agreed that items to be included in a response should include infrastructure, primary school's capacity, speeding in the village and flooding. The Clerk suggested that she writes the response and circulates to councillors for comment, additions and deletions. This was agreed.

**ACTION - CLERK**

- **To agree the Risk Assessment for the return of face-to-face Parish Council meetings –**  
The Clerk had produced a RA for the above purpose due to the Government announcing further easing of lockdown restrictions from May 17<sup>th</sup> which would allow a return to face-to-face meetings and no further legislation allowing remote PC meetings. The National Association of Local Councils guidance includes the requirement to ‘carry out an appropriate COVID-19 risk assessment’. On that basis, the Risk Assessment produced takes each of the Key Principles as set out in the guidance and assesses whether or not practical arrangements can be put in place to allow a safe face to face meeting.

Agreement to adopt the Risk Assessment was proposed by Cllr. Bennett and seconded by Cllr. Randlesome **ALL AGREED**

## **8. Planning Applications – Decisions made by South Norfolk Council during July - NOTED**

**Application Number:** 2021/1170

**Application Type:** Full

**Location:** Agricultural Barn (1) At Church Farm Church Road Earsham Norfolk

**Proposal:** Conversion of agricultural building to dwelling and associated works

**Decision:** Approval with Conditions (Delegated)

**Application Number:** 2021/1171

**Application Type:** Full

**Location:** Agricultural Building (2) At Church Farm Church Road Earsham Norfolk

**Proposal:** Conversion of agricultural building to dwelling and associated works

**Decision:** Approval with Conditions (Delegated)

## **9. Streetlighting –**

- To note expenditure of £78.00 + VAT for fabrication of a new cover on Col. 1 (The Street J/W Elms Close – as agreed by Chairman) - **NOTED**

## **10. Finance –**

- **Approval of items of expenditure invoiced since the June 2021 meeting and note balances –**  
**Payments already made (excl. VAT) –** Parish Council - £581.31 – Playing Field - £48.68  
**Payments for approval at this meeting (excl. VAT) –** Parish Council - £1908.54 – Playing Field - £834.30 – Approval proposed by Cllr. Wood, seconded by Cllr. Leech

**ALL AGREED**

## **11. Playing Field/Play Equipment/Bowls Club/Allotments**

- Review of allotment rules and regulations (and Allotment Association) and agree any changes
- Consideration of requests on allotments:-  
to install raised planters  
to install a poly tunnel  
to install a small shed
- Discussion on who will become the responsible person for the playing field and play equipment and allotments

Members agreed that a further meeting was needed to agree the new rules and regulations so these items pertaining to the allotments were deferred.

Cllr. Goodfellow agreed to become the new responsible person for the playing field and play equipment, and Cllr. Leech agreed to continue his role for the allotments. The Clerk will send a checklist to Cllr. Goodfellow for the play equipment. **ACTION - CLERK**

## 12. Significant Correspondence –

- To discuss the Armed Forces Covenant Pledge and to agree any action (sent to councillors 21<sup>st</sup> July 2021) – A letter had been received from NCC informing all parish and town councils of the Armed Forces Covenant Pledge and encouraged them to support the Covenant by signing the Covenant Pledge. Norfolk ALC strongly and completely supports this call for all councils to 'sign up' because those who have given such service to the country deserve no less. Councillors were in agreement with this and it was proposed by Cllr Wood to sign the Pledge. A copy of the letter from NCC is attached.

## 13. Business for the next meeting –

Village items, allotments, basketball hoop, dog bin, standing orders, financial risk assessment

**The meeting was adjourned at 9.28 and reconvened at 9.40 for members of the public to speak**

Comments from members of the public were:-

- **Mr. Stone** - No footpath on School Road (discussed at the June meeting of the Parish Council) and surprised this is not a 20mph zone. This is an ongoing conversation that the Parish Council want to have with Highways, Mr. and Mrs. Stone commented that they would be happy to have the grass verge outside their property used as a footpath.
- **Geoff Hall** - commented that when vehicles exit The Mill to turn into School Road, they come across the road as they turn which makes it very difficult and dangerous for pedestrians as there is no footpath for them to walk on. The Clerk said she would contact Highways to find out if someone would visit the site to view the difficulties and danger being experienced.  
Geoff also commented that the footpath to Marston Moor needs to be strimmed, something needs organising to get the work done.  
The Chairman was thanked for installing the new dog bin however, the litter bin could do with a sign to say NO DOG BAGS. Cllr. Wood said he would attend to the sign.  
The stream passed The Mill has dried up – can someone be contacted to open the sluice gate?

## 14. Confirmation of the date of the next meeting – Wednesday 29<sup>th</sup> September 2021

The meeting ended at 9.44pm

Signed ... *S. Wood* .....

Dated .....6<sup>th</sup> October 2021 .....