

Earsham Parish Council
Minutes
of a meeting of Earsham Parish Council held in
Earsham Village Hall on Wednesday 6th October 2021 at 7.30pm
COVID restrictions will apply

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

Also present: 6 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** – District Cllrs Brown and Bernard and County Councillor Barry Stone gave their apologies.
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
 - a) To consider any dispensation requests - None
4. **Resolution to approve the Minutes of previous meeting**
 - Parish Council meeting held on Wednesday 28th July 2021 – Agreement was proposed by Cllr. Reeve and seconded by Cllr. Randlesome **ALL AGREED**

There were no public comments

5. **Reports** –
 - **Police, District and County Councillors** – The Police, District and County Councillors reports were circulated to Cllrs earlier this week. The Clerk offered to send the Police information to the members of the public, this was regarding putting forward questions to Norfolk's Chief Constable.
 - **Chairman's report** – Cllr. Wood reported that the sign at the junction of Bath Hills Road and Hall Road is damaged, the Clerk will report to Highways **ACTION – CLERK**
 - **Parish Councillors** –
 - Cllr. Reeve** – Commented that he had attended Earsham Mill's Open Day which was well attended and the site was looking much improved overall.
 - Cllr. Meade** – Reported that the traveller who has been in the village previously, was now parked on Old Harleston Road and people wishing to access the river could not access it through the hedge. Clerk to report to South Norfolk Council. **ACTION - CLERK**
 - **Clerks Report** – This was circulated to Cllrs earlier in the week but asked for information from Cllrs should there be any rough sleepers in the village as this has to be reported to SNC. Other information included in the report was regarding the Million Tree's project.
6. **Village Items** –
 - **Update on all village items, including the speed sign on School Road, WW1 Commemorative Plaque, Signpost, Millennium film, and dog bin** –
 - Cllr Wood reported that the SAM2 machine is up and running on Church Road. Cllr. Goodfellow went on to give some statistics on the number of vehicles recorded and their speed for Church and School Roads.
 - School Road statistics has shown that 84% of the 5991 vehicles that travelled on the road between 23rd August and 23rd September adhered to the speed limit and on Church Road between the dates of 23rd September to 6th October – 1915 vehicles were recorded with only 20 of them exceeding the speed limit. Statistics will continue to be collected.

Cllr Meade reported that he has contacted Karl Gunton who unfortunately is too busy at work to help with building the plinth for the Commemorative Plaque, so another source of help will need to be found. The Chairman said he would make enquiries if someone could help with that.

The signpost is ongoing, the post is weathered but sound. Further thoughts on using oak planks and lettering was discussed.

Cllr. Randlesome reported that he has had some success with the Millennium Film's transfer onto a pen drive so if anyone wants a copy after the last edit, they will be available.

- **Update on the Million Trees for Norfolk initiative and SAM2** – This was discussed during the Clerk's report. Cllr. Meade informed the members that the project was fully subscribed but as he would be tree planting for Earsham Estate, extra trees could be ordered and planted in locations agreed by the parish council. It is expected that the Million Trees project will be repeated next year.
- **Update on the purchase of bark for the work recently completed on The Green** – Cllr. Wood reported that he had managed to get some free of charge and so far had delivered 3 trailer full loads, possible two more will be required but he will proceed with this.
- **Discussion on the South Norfolk Council Village Clusters Housing Allocations Plan, the Parish Council's response and comments made by a member of the public** – Cllr. Meade suggested that as Earsham Estate is the owner of the land in question, if the Parish Council were interested, he could do a pre-planning application to SNC to include the suggestion of a roundabout, petrol station, doctors and dentist's surgeries. A discussion ensued about the vehicle speeds on the A143 and if there had been any accidents on that stretch of road, as there would be a need to prove that a roundabout was needed in that location. It was agreed to wait and see what SNC's next stage of the consultation brings before any further representations were made to them.
- **Update on the formation of a Speed Watch Group** – Cllr. Goodfellow thanked the Clerk for providing a link to the new initiative for communities to form Speed Watch Groups and went on to say that he had the required number of volunteers (6) and the vetting process was underway by Norfolk Constabulary to accept the volunteers for this responsible role. Decisions will need to be made on the locations for the Group to monitor with the Norfolk Constabulary having the final say on sites. Locations suggested so far included The Street (either end), School Road and Church Road, although there may be some restrictions due to lack of footpath/safe place for volunteers to monitor traffic etc. Thanks were extended to John Gore, Philip Clark, Bryan Lowe, Gill and Ian Stone for coming forward with this initiative and working with Cllr. Goodfellow on this project.
- **Discussion on grit bins in the village** – Cllr. Goodfellow commented that the pavements and roads were bad last winter and felt there was a need for more grit bins in the village. The clerk had provided some photographs and prices of grit bins that are available to purchase and it was agreed to look into this further for locations in suitable places, Cllrs. Wood and Goodfellow to view potential sites. Once this is agreed, NCC Highways will need to be contacted by the Clerk for their agreement on the sites for the bins. The Clerk commented that she had confirmation that any litter, dog or grit bins could be paid for from CIL monies.
- **Tidying up the exterior of the Village Hall and War Memorial area** – It was agreed to tidy up the War Memorial area and the Village Hall guttering (as per the recent survey that was undertaken). Sunday 7th November 2021 was the date chosen to do this, volunteers and councillors to meet outside the Village Hall at 9am. The Clerk to include this information in the next article for the village magazine. **ACTION - CLERK**
- **Discussion on utilising a handyman/gardener for the village** – It was agreed to advertise in the village magazine to ask if anyone would be interested in helping out tidying the paths, any overgrown vegetation etc, however further checks need to be done with HMRC to ensure the status of anyone helping the council with this work. A self-employed person would be preferable. It was agreed to proceed with the idea of a brown bin at a cost of £54 per year. **ACTION - CLERK**

7. Planning Applications – Decisions made by South Norfolk Council during September which were NOTED

APPROVED

Application Number : 2021/1452

App Type : Change of Use

Location : Earsham Mill, Unit 1 Wheel House Church Road Earsham NR35 2TQ

Proposal : Change of use from storage (B2) to barbers shop and tattoo studio (sui generis)

Decision : Approval with Conditions (Delegated)

Date of decision : 21 September 2021

PENDING

Application Number: 2021/1626

Proposal: Change of use from residential annex to holiday let

Location: Waveney Barn Old Railway Road Earsham NR35 2SD

Applicant: Caitlin Ferris

Application Type: Full Planning Permission

Premises Licence Application (New) application for Grumpys Café, The Mill, Church Road, Earsham, Norfolk, NR35 2TQ – subject to a 28 day consultation ending on 6th October. Members of the Earsham PC Planning Working Group had no objections

8. Governance –

- **Standing Orders, Financial Regulations, Risk Assessments – General, Financial and Management Review** - Agreement to the Annual review of these documents was proposed by Cllr. Wood and seconded by Cllr. Leech **ALL AGREED**
- **Planning Working Group review** – It was agreed to send the planning applications to all councillors for review once received for comment. Once all comments were received, the clerk will continue to let SNC know of the decisions.

9. Finance –

- **To agree continued membership of CPRE at an annual cost of £36** – Agreement to continue with the annual subscription was proposed by Cllr. Bennett and seconded by Cllr. Wood
- **Half year finance report** – The clerk read out the Finance Report (see attached). There were no questions and the report was accepted as read.
- **Approval of items of expenditure invoiced since the July 2021 meeting and note balances - Payments already made (excl. VAT)** – Parish Council - £540.30 – Playing Field - £97.36
Payments for approval at this meeting (excl. VAT) – Parish Council - £1162.17 – Playing Field - £72.09 – Approval proposed by Cllr. Wood, seconded by Cllr. Reeve

ALL AGREED

10. Playing Field/Play Equipment/Bowls Club/Allotments

- **Update on the review of allotment rules and regulations** – The Chairman commented that the work on the review of the allotment rules is still ongoing and once complete a meeting will be convened for consultation with allotment tenants
- **Discussion on whether to dismantle the basketball hoop** – Cllr. Bennett will dismantle as it is no longer used. Cllr. Goodfellow commented that the Football Club would put in a small goal post in its place.

12. Significant Correspondence – River Waveney Winter Flooding Briefing, NALC Wellbeing information on plaque for parish councils. Members of the public requested a copy of the Winter Flooding Briefing – the Clerk will send.

ACTION – CLERK

13. Business for the next meeting - Village items, allotments and budget

The Chairman asked members if they were happy to continue the meeting for a further 15 minutes as the meeting was now overrunning. All agreed.

The meeting was adjourned for public participation at 21.34 and reconvened at 21.44

Items discussed during this session were as follows:-

- Request for consideration of another noticeboard in the village in the region of the Church.
- Update for flooding in the car park – Cllr Wood will pursue this
- Footpath by the side off the River is overgrown, has been cut but not a good job carried out.
- Collapsed roof on a garage on Princess Way – has been reported to Saffron – Clerk to chase up
- Sluice Gate – brought up at the last meeting – waiting for someone who has the required information to contact the Chairman.
- Five Acre Lane – Query on whose responsibility it is to maintain and could it be adopted as a right of way

14. Confirmation of the date of the next meeting – Wednesday 24th November 2021

The meeting ended at 9.45pm

Signed ... *S. Wood*

Dated24th *November 2021*

FINANCE REPORT - This is a brief report to give you some idea on where the finances lay in terms of income and expenditure half way through the financial year.

Balances on 4th October 2021

Parish Council Community Account	£1,342.51
Parish Council Savings Account	£40,501.03
Playing Field Account	£444.05
Playing Field Savings	£6,800.48
Allotment Account	£110.61
Allotment Savings	£90.00

Half way into the financial year, there has been no abnormal or unexpected spend and the normal everyday accounts are as you would expect them to be.

You will note from the Payments List that there is still £6,714.09 remaining in the CIL monies (included in the PC Savings Account) and £2,087.13 ringfenced playing field money (included in the PF Savings Account).

Allotments –

There has been a turnover of a few tenants on the allotments and there are nine people on the waiting list.

- **Income** received so far is £414.84 (there are still two outstanding payments still to be received)
- **Expenditure** so far is at 38.87% of the budget for water (£349.84)

As you will see from the Allotment Accounts above, there is a total of £200.61 in the accounts which may not be sufficient to pay the next direct debit from Anglian Water (going by past experience) – some thought needs to be given to this and it may be that some funds will need to be transferred to Allotments to cover the water costs.

Playing Field –

- **Income** this year so far is £2,531.79 which consists of bowls club rent and utilities and football club water and electricity from 2020/21. The remaining £1250.15 is made up from £1000.00 precept from Parish Council. £250.00 refund from EON reclaimed from previous financial year, and £0.15 interest.
- **Expenditure** is currently running at £1,765.36, which consists of water, electricity for pavilion, pest control for the playing field, fire extinguisher costs, and half insurance cost to parish council

Parish Council –

- **Income** this year is standing at £12,783.92 which includes precept of £7795, (the second half of the precept of £7795 should be received by Friday 8th October). VAT reclaimed £1430.82, £2.12 interest, payment from Playing Field account for half share of the parish insurance £530.98 and £3,025 from Parish Partnerships for the second SAM2 machine
- **Expenditure** is currently £12,027.88 which includes clerk's salary, HMRC, streetlighting energy and maintenance, audit, NALC subs, Parish insurance, new dog bin, new bench seat, part share of parish partnership monies, stationary, postage and inks, precept to playing field and payment of Village Hall invoices which currently stands at £670.92 (exc VAT) and is expected to be paid back to the Parish Council.
- **Pay increase** – There has been no notification of a pay increase so far this year, although an offer is being discussed between the National Joint Council for Local Authorities and the Unions.

Budget

Just a reminder that in November, we will be looking at the budget, and I would appreciate it if you could give some thought to any project costs you wish to include.

Lynda Ling, Parish Clerk, 4th October 2021