

**Earsham Parish Council  
Minutes  
of a meeting of Earsham Parish Council held in Earsham Village Hall on  
Wednesday 28<sup>th</sup> September 2022**

**Present:** Councillors: Stephen Wood (Chair), Richard Randlesome (Vice-Chair), Jim Bennett, Peter Goodfellow, Nick Meade and Keith Reeve

**Also present:** Two members of the public and Lynda Ling (Clerk)

**1. Welcome by the Chairman followed by one minute's silence in memory of the late HM Queen Elizabeth II and Proclamation of King Charles III** – The Chairman thanked those present for attending the meeting and informed everyone that there would be one minutes silence. The Proclamation of King Charles III was a copy of those presented to the Chairmen of the District and Boroughs within each County, which in South Norfolk was undertaken at the South Norfolk Council Offices, Swan Lane, Long Stratton on Sunday 11<sup>th</sup> September 2022.

**2. Apologies from members unable to attend** – Cllr. Tony Leech, District Councillors Chris Brown and Brendon Bernard and County Councillor Barry Stone

**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 agenda - Cllrs. Randlesome, Goodfellow declared interests in Item 9 - Allotments and playing field.

a) To consider any dispensation requests – None

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

• Parish Council meeting held on Wednesday 27<sup>th</sup> July 2022 – Agreement was proposed by Cllr. Reeve and seconded by Cllr. Randlesome subject to one amendment put forward by Cllr Goodfellow which was to change the speed limit from 50mph to 60mph for the item regarding a request from Bungay Town Council re installing a speed camera. **ALL AGREED**

**The meeting was adjourned at 7.35pm and reconvened at 7.37pm to allow members of the public to speak**

The member of the public asked a question regarding Item 9 and the discussion on the fencing around the football pitch, which Cllr. Goodfellow answered.

**5. Reports – Police, District and County Councillors –**

**Police** - None

**District Councillor Report** – Cllr Chris Brown's report via email was read out as follows:-

- South Norfolk and Broadland Councils have now completed the purchase of the Horizon building at Broadland Business Park, for a new single office for staff. Expected that most South Norfolk staff will move by November.
- South Norfolk House, our current building in Long Stratton, is now up for sale.
- A small new office for residents to be able to access Council services is to be opened in Diss, in the former Tourist Information office.
- South Norfolk now have a new flood resilience officer in post, who will be supporting work to ensure flood risks are reduced.
- I still have some of my member ward grants fund available to support local organisations.

County Councillor Report – Cllr. Barry Stone's report via email contained the following information:-

- **Plans for improvements to bus services in Norfolk to be considered by Cabinet –** Plans of how to spend £49.55m to improve bus services for the County are set to be formally reviewed by NCC's Cabinet on 3<sup>rd</sup> October 2022.
- Funding has been secured to deliver the local Bus Service Improvement Plan with Norfolk receiving the sixth highest allocation in the country.
- The Plans outline 17 new measures across the county which give buses priority on the roads, these include new or improved travel hubs which are proposed for areas across the County including Diss.
- There will be a county-wide review of bus stops with upgrades to improve access for people with disabilities, to provide more real-time information and a programme of works to reduce delays to buses.
- Approximately £12 million of the funding will be spent on providing new or expanded bus routes and increased service frequencies on key routes, including more evening and weekend services.
- The final element of the plan is to reduce fares, particularly for those under 25 who will receive a 20% discount, and in targeted areas where flat fare schemes will be piloted starting with Great Yarmouth.

Cabinet to consider further savings to address budget gap and Energy saving in County buildings also formed part of the report. (The report will be put on the Parish Council website in full)

**Chairman's report – None**  
**Parish Councillors –**

**Cllr. Randlesome** – The SNC Town and Parish meeting online had been cancelled and no electronic presentation had been sent out following the last meeting. Cllr. Randlesome will request this at the next meeting

**Cllr. Bennett** – Attended The Ditchingham Shed grand opening which is located at the Wetland Centre, lots of activities take place including wood carving and painting in addition to social time for attendees

**Cllr. Meade** – Also attended The Ditchingham Shed and asked if permission had yet been granted for the removal of the damaged milestone on Old Harleston Road. The Parish Clerk to contact Norfolk County Council

**ACTION - LL**

**Cllr. Goodfellow** – Reported that the new goalposts were proving to be very successful with youngsters after their installation a couple of months ago. Thanks were given to Cllr. Bennett for filling in the potholes on the roadway to the football pitch.

**Cllr. Reeve** – Reported that the new columns in Elms Close have been installed, however the old columns have not been disconnected and still remain in place next to the new ones. The Clerk responded by saying that the electricity connection from old to new may take some time as it has to be scheduled in by UKPN and could take some months to complete the entire job including the removal of the old columns.

**Clerks Report** – This was circulated to Cllrs earlier in the week and included:-

- **NCC Highways** - I have contacted the Area Engineer following queries from the last meeting and the only query that looks to be actioned is below, all others are still pending a response.
  - **A complaint was received from a resident about an excess of tarmac on the A143 in between the turning to Earsham Hall and the Bungay roundabout** – work appears to have started on this issue as traffic lights and markings on the road indicate work in progress.

### **Reported by not actioned yet –**

Chicane at the end of Station Road onto the A143 is not big enough for a wheelchair

The fingerpost sign on The Street junction with School Road and request for it to be moved

A143 - permission to put a plinth and plaque on the grass verge near the turning to Denton

Speeding out of the village and into Bungay - The Parish Council wondered if the speed limit out of the village could be extended.

- **Streetlighting** - The purchase of the fourth column was agreed via email after a conversation with the electrical contractors who told me that it was easier to order the 4 together rather than the 3 columns which had been agreed at the last meeting plus a separate one at a later date (Duke's Way). Confirmation was also given that the existing LED lanterns were to be re-used (typing error). SNC confirmed that CIL monies could be used and the work has now been completed. The payment for which, is on the payments to be made list.
- **Pothole filling** on the roadway from The Street to the Bowls and Football Clubs – I received an email from a nearby resident asking for consideration to be given when the works are done, I have ensured that Cllr. Bennett is aware of the concerns raised.
- **Earsham Lay-by** – I have emailed the NCC Officer in charge of the case, however, he has been on annual leave so I am yet to hear from him. I asked for an update on the current situation with the encampment in the lay-by.

### **6. Village Items – Update on all village items, including WW1 Commemorative Plaque, Signpost Millennium Film, update on defibrillator and Emergency Plan**

- **Plaque** – Cllr. Meade reported that he is still trying to get more quotes but no success as yet.
- **Signpost** – Cllr. Meade reported that he has received two quotes and recommends going for the cheaper quote of £75 + VAT. **ALL AGREED**
- **Defibrillator** – The Clerk informed the members that the defibrillator needed to be sent away for a software update and has arranged for this to be picked up on Friday of this week. The Clerk will ensure that an advisory sign is placed on the defibrillator box to advise it is not available for use with information on where the nearest defibrillators are located.
- **Speed Watch Group** – Cllr. Goodfellow reported that there were now six agreed sites in the village from the original three. These have been police assessed and approved.
- **Village Magazine** – Email from the Editor has indicated that unless someone can be found to take over the running of the village magazine very soon, the magazine will cease to be produced. Members agreed that this would be a shame if no-one could be found, however, despite advertising for a replacement editor, none had been forthcoming. Members suggested contacting Rachael, the current editor, and asking if she has considered amalgamating with other parishes. **ACTION – CLERK**
- **Emergency Plan** – The Clerk to speak with South Norfolk Council on progress with their plans and to look further into a community plan at parish council level.

### **7. Planning Applications – None for discussion at this meeting, however an application has been received after the agenda was issued and councillors will determine their response before the deadline of 17<sup>th</sup> October 2022.**

### **8. Finance –**

- **Approval of items of expenditure invoiced since the May 2022 meeting and note balances –**

#### **Payments already made (excl. VAT) –**

**Parish Council** - £300.79– Streetlighting, flowers for the passing of HM Queen Elizabeth, photo-copying, stamps

**Playing Field** - £335.11 – EON pavilion electricity and water charges

**Allotments** - £717.05 – Water charges

## **Payments for approval at this meeting (excl. VAT) –**

**Parish Council** - £9035.50 including salary for 3 months, external audit charge, column replacement charges, stamps and CPRE annual subs

**Playing Field** - £112.80 – Playing Field Pavilion - Fire protection services

Agreement to all payments was proposed by Cllr. Wood and seconded by Cllr. Meade

**ALL AGREED**

- **Agreement to continue the CPRE subscription of £36.00**

Agreement was proposed by Cllr. Randlesome and seconded by Cllr. Bennett

**ALL AGREED**

- **Half year finance report – Noted** - A report had been circulated to councillors earlier in the week, which outlined the income and expenditure across the council accounts. One item in particular was highlighted, which was the decreasing balance in the Allotment accounts due to the increasing costs of water. Transfer of funds from the Parish Council account to the Allotment account was suggested by the Clerk. It was also noted that the remainder of the CIL monies was used in payment for the new lighting columns which left a zero balance, however, an insurance claim of £1450 for the damaged column in Dukes Way will go back into the ringfenced CIL pot minus the amount taken from general funds (£203.24).

- **External audit report from PKF Littlejohn LLP** – The Clerk reported that the external audit report and certificate had now been received which gave the finances a clean bill of health, no comments or advisories were made. The Conclusion of Audit document is on the noticeboard and website as required by The Accounts and Audit Regulations 2015 (SI 2015/234). This was noted and the Clerk was thanked by Cllr. Bennett.

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

- Request from Earsham Football Club to install a post and rail fence around the pitch (1 metre high) – Cllr Goodfellow reported the following:-

Dave Todd, Groundsman and himself are attending the Norfolk FA Volunteers Awards Ceremony in Norwich on Friday evening as they have won the Grounds Team Award for Norfolk, for the quality of the football pitch and facilities at Earsham. This is in competition with every other football club in Norfolk. This is a prestigious award and they are very proud to have won.

The Football Club continues to grow and prosper, with the first team attracting 60 plus spectators regularly per match, sometimes more. Currently they play 'Junior Football' in Division 2 and if/when the club gets promoted into Division 1, the Club will then move into what is called Senior Football and will be required to have a pitch barrier on all four sides to keep spectators back.

What the Club is asking permission for, is to be allowed a simple metal post and rail fence around the pitch approx. 1 metre high. The fence will have to have pathways to allow access onto the pitch by players and bigger gates at the end of access by emergency vehicles and the grass cutting tractor.

Members of the public will still be allowed access the pitch area and people will still be allowed to use the pitch, however, the fence will help to protect the pitch from people on bikes riding across it and also help to stop children using the spectators shelter as a goal.

If permissions are given for this to go ahead, the project will be fully funded by the Football Club and no financial help will be asked for from the Parish Council.

After some discussion between members, it was agreed to consider this item again at future meetings, as there is no immediate urgency. It was suggested that some opportunity should be made for residents to have some say in the proposal and a suggestion to include this in the Parish Magazine was made, which Cllr. Goodfellow agreed to.

- **Consideration to purchase a second rubbish bin for the playing field** – Members agreed that a second bin was needed for the Playing Field, the suggestion being to place at the entrance/exit to Princess Way. The Clerk had some quotes for bins and it was agreed to purchase a green Trojan Litter Bin of 100 litre capacity from the Bin Shop at a price of £145 + VAT plus extra for bolt fixings. It was then mentioned that the bin in the lay-by at the Bungay end of the village needed replacing too, so the Clerk was asked to order 2 bins, same colour and price, and inform SNC that there would be an extra bin for emptying on their rounds. Cllr. Meade told members that the litter bin in the opposite lay-by coming into Earsham has been sealed up by someone and offered to speak with the nearby bus encampment to get some information.

Agreement was proposed by Cllr. Bennett, seconded by Cllr. Wood

**ALL AGREED**

- **Agreement as to which contractor will be given the work to wood preserve the play equipment and agree related costs** - Two quotes had been received for the work, the cheapest being £1360 for two coats of a Sadolin type product from Scott Bone. The wood preservative itself can cost anything from £80 - £90 per 5 litres, this is the product that was recommended by the play equipment suppliers and installers. It is estimated that 5 gallons would be required which would cost around £400. Suggestions were made to ask Scott to investigate if he could purchase this or a very similar product at trade price – Cllr. Wood agreed to contact him.

Agreement to award Scott Bone the work was proposed by Cllr. Bennett and seconded by Cllr. Wood.

**ALL AGREED  
ACTION - SW**

**10. Correspondence** – forwarded to Councillors before meeting

**11. Business for the next meeting** – remedial works around the village, fencing around football pitch, update on allotment group, budget, grit bins, normal agenda items

**The meeting was adjourned for public participation at 21.17pm and reconvened at 21.25pm**

A member of the public commented on the following:-

- The Marston Moor footpath is overgrown and needs hand cutting and not cut by a machine to keep on top of it. Can NCC be asked to do this. Enquires can be made to NCC.
- There are trees planted around the village that look dead – is there a plan next Spring to remove and replace? Cllr. Meade responded that some tree's may not be dead but dormant, so we will have to wait and see if they come back to life early next year.
- The parish council owned bin in the layby at the end of the Village has been taped up so it cannot be used. It is in the same location as the bus that is parked there. Cllr. Meade volunteered to go and take a look and take off the tape and endeavour to find out why it was done in the first place.

Cllr. Wood then closed the meeting and confirmed the date of the next meeting.

**12. Confirmation of the date of the next meeting** – Wednesday 30<sup>th</sup> November 2022 at 7.30pm

Signed ...R. Randlesome

Date .....30<sup>th</sup> November 2022

Meeting ended: 21.30pm