

# Earsham Parish Council

Clerk: Mrs. Lynda Ling, 61 Jays Green, Harleston, Norfolk IP20 9HH  
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## **Notice of Meeting**

### **To Members of the Public and Press,**

You are cordially invited to attend a meeting of Earsham Parish Council which will be held at Earsham Village Hall on Wednesday 26<sup>th</sup> July 2023 at 7.30pm to consider the business detailed below and there will be an opportunity for public participation after Agenda item 5 and 12

Signed: *Lynda Ling*  
Parish Clerk

Date: 19<sup>th</sup> July 2023

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## **AGENDA**

1. Welcome
2. Apologies from members unable to attend
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
4. **Co-option of potential candidates**
  - To consider 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, if present, should then sign the Declaration of Acceptance of Office.
5. **Resolution to approve the Minutes of previous meetings**
  - Parish Council meeting held on Wednesday 10<sup>th</sup> May 2023

**The meeting will be adjourned for public participation for items to be discussed on the Agenda only (maximum 10 minutes)**

6. **Reports/Protocols/Consultations**
  - Police, District and County Councillors
  - Parish Councillors
  - Clerks Report
7. **Village Items** – Update on all village items, including the WW1 Commemorative Plaque, Signpost, etc. plus
  - a) Report from the Speed Watch group
  - b) To discuss and agree the purchase of a commemorative bench to mark King Charles III coronation
  - c) To discuss and agree installing a light near the defibrillator
  - d) To discuss and agree the purchase of a new noticeboard for the Village Hall
  - e) To agree a councillor representative for the Allotment Group
  - f) To agree who will be responsible for maintaining the defibrillator cabinet (this may include training and maintenance of), charging the batteries for the SAM2 machines and moving the machines to different locations.
  - h) Discussion on Village Hall car park and village maintenance (including areas around the War Memorial)
  - i) Parish Partnership Scheme - To discuss if the Parish Council wish to consider applying for funding from NCC for the delivery of highway improvements

## **8. Planning Applications –**

### **Application Number – 2023/1877**

Location – 4 Dukesway, Earsham Norfolk

Proposal – First Floor rear extension

Comments to be returned to SNC by 7<sup>th</sup> August 2023

### **Refusal of application – ref number - 2023/0722**

Location - 6 Station Road Earsham Norfolk

Proposal - Subdivision to form three-bedroom dwelling and one bedroom dwelling (revised proposal to 2022/1822)

Decision - Refusal

Decision date - 5 July 2023

## **9. Finance and Governance–**

- Approval of items of expenditure invoiced since the May 2023 meeting and note balances
- b) To discuss and agree more signatories for the Parish Council bank accounts
- c) Resolution to adopt the Councillor Code of Conduct 2023 (based on the Local Government Association Model Code of Conduct)
- d) Resolution to discuss and agree the following:-
  - 1. Grievance Policy
  - 2. Harassment Policy
  - 3. Disciplinary Policy
  - 4. Sickness & Absence Policy
  - 5. Reserves Policy
  - 6. Retention and destruction of documents policy

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

- a) Update on allotment holders meeting on Thursday 8<sup>th</sup> June and discuss any outcomes from the meeting.
- b) To agree the relationship between the Parish Council and allotment group, discuss and agree the draft Terms of Reference prepared by the Parish Clerk
- c) Discussion to agree two councillors responsible for approving requests for sheds or greenhouses on the allotment site.
- d) To discuss the installation of the two new litter bins purchased last year (one for the layby and one for the Playing Field) and agree who will install and when.

## **11. Significant Correspondence – Forwarded to Councillors**

- a) Email from member of the public regarding footpath in need of cutting back from Minns Bridge to hump-back bridge – Clerk reported to appropriate authority (as did the member of the public) and it was later reported back to the clerk by the resident that the work had been done.
- b) Email from second member of the public regarding the footpath mentioned above and commented that an attempt had been made to cut back the footpath – update on this email – has been re-reported as this is a different footpath than the Clerk originally thought.
- c) Email regarding overgrown hedges from member of the public
- d) Email from allotment tenant regarding the meeting held on 8<sup>th</sup> June with allotment tenants

## **12. Business for the next meeting**

**The meeting will be adjourned for public participation (maximum 10 minutes)**

## **13. Confirmation of the date of the next meeting – Wednesday 27<sup>th</sup> September 2023**