

Earsham Parish Council
Minutes
of a meeting of Earsham Parish Council held in Earsham Village Hall on
Wednesday 26th July 2023

Present: Councillors: Richard Randlesome, Jim Bennett, Tony Leech and Keith Reeve

Also present: District Councillor Chris Brown, six members of the public and Lynda Ling (Clerk)

1. **Welcome** – The Chairman welcomed those present to the meeting
2. **Apologies from members unable to attend** – Apologies were received from Cllr. Nicholas Meade and District Cllr Brendan Bernard
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** – Cllr. Randlesome declared an interest in Item 10 - allotments.
 - a) **To consider any dispensation requests** - None
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.**

Two seats were available on the Parish Council with four candidates having completed an application form to join the Parish Council some weeks prior to the meeting. All candidates were present at the meeting. Candidates were asked if they wished to add anything to their applications to which all said no. The Parish Council members then proceeded to vote, with the first round producing a majority vote for one of the candidates, Richard Naunton, and he should join the Parish Council immediately. Despite a further two rounds of voting where the results were a draw with no outright majority, the Parish Council decided to defer co-option of the second place until a meeting had been arranged when it was hoped more than four councillors would be in attendance to avoid a stalemate situation. The remaining candidates were in agreement with this. It was agreed to arrange a meeting for the following week for the decision to be made. Richard Naunton completed his Declaration of Acceptance of Office form and took a seat with other members.

ALL AGREED

5. **Resolution to approve the Minutes of previous meetings**
 - **Parish Council meeting held on Wednesday 10th May 2023** – Agreement proposed by Cllr. Reeve and seconded by Cllr. Bennett.
- ALL AGREED**

No members of public wished to comment during the public session

6. Reports/Protocols/Consultations

a) **Police, District and County Councillors**

District Councillor Brown informed members of the following:-

- Officers of South Norfolk Council and Broadland have finally moved into the Horizon Building, the upstairs is not being used and there is a possibility that it will be utilised as a place where differing organisations eg Police could work.
- Cygnet House, Long Stratton – This was put up for sale and a decision was hopefully going to be made as to its new purchaser earlier this month. However, an application to make it an asset of community value has been received so the sale has been halted whilst that process takes place.
- Norwich to Tilbury is a proposal by the National Grid to reinforce the high voltage power network in East Anglia between the existing substations at Norwich Main in Norfolk, Bramford in Suffolk and Tilbury in Essex, as well as connect new offshore wind generation. Further information is available on the link [About Norwich to Tilbury | National Grid ET](#)

- Since the Election, powers have changed with outside bodies being split politically and Councillors dealing with other areas, as an example, Cllr Brown is on the Waveney, Lower Yare & Lothingland Internal Drainage Board as well as Harleston's Bordahopper.

b) Parish Councillors –

Cllr Bennett – No report

Cllr Randlesome reported that at the South Norfolk Council Forum will be holding a face to face meeting in November. He had also attended to a broken tree guard post on the Playing Field but it will need another stake in the ground to secure it, and finally has attended a training session for Chairmen.

Cllr Leech – Reported that the rubbish bin in the lay-by on the left as you leave Earsham towards Bungay has been heavily damaged. The Clerk commented that a replacement bin has been purchased and a discussion will be needed on this later in the meeting.

Cllr. Reeve – Asked if there was any update to the Area Engineer's visit to the Old Bull Inn around 4 weeks ago – the Clerk responded that there was no update.

Cllr. Naunton – Reported that the chicane at the Bungay end of the village was missing a Keep Right sign, the post was rusted so possibly it dropped off. The roof on the bus shelter needs looking at as it is leaking through internally.

- **Clerks Report** – The Clerk gave a brief breakdown of various Village related items and outcomes since the last meeting.

7. Village Items –

Update on all village items, including the WW1 Commemorative Plaque, Signpost, email from Highways, grit bins etc. - As Cllr. Meade was absent there was no report on these items, however the Clerk said she had spoken with Kenneth from The Airfields of Britain Conservation Trust (WW1 Commemorative Plaque), who called to ascertain if the plaque had been put in place yet.

a) Report from the Speed Watch group – Peter Goodfellow had provided a brief report on some figures from earlier in the month, speeders were caught travelling at 1 x 39mph, 4 x 38mph, 1 x 37mph. The Speed Watch Group are looking for new members to join them having recently lost some people for various reasons.

b) Discussion on the purchase of a commemorative bench to mark King Charles III coronation - After some discussion on the various types of benches available, it was agreed to look at the possibility of a circular tree bench in recycled plastic. South Norfolk Council will have to be contacted for permission to install if it goes ahead. Cllr. Naunton commented that he would look into the various styles available.

ALL AGREED

ACTION – CLLR. NAUNTON

ACTION - CLERK

c) Discussion and agreement to installing a light above the defibrillator – This has been discussed for the last few months, and although Stephen Wood has now left the Parish Council, he had said he would provide a quote for the work to be done for installing a sensor light above the defibrillator cabinet. This has now been received at a cost of £208.20 inc. VAT. Agreement was proposed by Cllr. Leech and seconded by Cllr. Bennett

ALL AGREED

d) Discussion on the purchase of a new noticeboard for the Village Hall – This was discussed at length as to which type of board would be best suited, freestanding or wall mounted, the Parish Council's name on the top or not. The Clerk had found some examples and for the size required the cost would be around £1000. Cllr. Leech commented that the Village Hall Management Committee may be willing to share some of the cost. Cllr. Naunton said he look into what was available. **ACTION – CLLR. NAUNTON**

e) Agree a councillor representative for the Allotment Group – This was deferred

f) Agreement on who will be responsible for maintaining the defibrillator cabinet (this may include training and maintenance of), changing the batteries for the SAM2 machines and moving the machines to different locations - Cllr. Naunton suggested some training on the defibrillator by professionals would be welcomed and the Clerk gave some background on the history of the defibrillator and commented that the original training session had been successful with around 30 people attending. All agreed to would be a positive move to organise another training session.

The SAM2 machines were previously looked after by ex-Cllrs. Wood and Goodfellow who have since left the Parish Council, however, Stephen Wood had indicated that he would be happy to continue moving the machines as required until a replacement Councillor had been appointed. Cllr. Naunton was happy to take on the above responsibilities and will liaise with Peter Goodfellow regarding keys for the SAM2 machines and look further into defibrillator training.

ACTION – CLLR NAUNTON

h) Discussion on Village Hall Car Park and village maintenance (including areas around the War Memorial – Various ideas were discussed regarding the flooding on the VH Car Park, and it was decided to get some idea on price to put in a new drainage pipe out to the nearest drain. Cllr. Naunton said he would follow this up.

ACTION – CLLR. NAUNTON

Cllr. Randlesome mentioned that some areas of the village/war memorial could do with tidying up and reminded members that some discussion had been held the previous year about employing a handyman to undertake some of the smaller maintenance jobs that needed doing. Despite advertising, nothing came of it. Cllr. Leech said that he knew of a new small business that potentially may undertake the work for £20 per hour. The Clerk commented that this would have to go on the next agenda for informed discussion.

ACTION - CLERK

i) Parish Partnership Scheme – Discussion as to whether the Parish Council would wish to consider applying for funding from NCC for the delivery of highway improvements – The Clerk read out the letter from Norfolk County Council and informed those present on how the Parish Council had benefitted in the past from this funding, being successful in purchasing the two SAM2 machines and Speed Machine outside the Primary School with the 50/50 grant. The deadline is in December so will be discussed again at another meeting.

8. Planning Applications –

Application Number – 2023/1877

Location – 4 Dukesway, Earsham Norfolk

Proposal – First Floor rear extension

Comments to be returned to SNC by 7th August 2023

The Clerk reminded members to let her have their comments asap for submission to South Norfolk Council

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

District Councillor Chris Brown left the meeting at 20.50

9. Finance and Governance –

a) Approval of items of expenditure invoiced since the May 2023 meeting and note balances –

Agreement proposed by Cllr. Leech and seconded by Cllr. Randlesome

ALL AGREED

b) Discussion and agreement on more signatories for the Parish Council bank accounts – Deferred

c) Resolution to adopt the Councillor Code of Conduct 2023 (based on the Local Government Association Model Code of Conduct) – Agreement proposed by Cllr. Leech and seconded by Cllr. Bennett

ALL AGREED

d) Resolution to discuss and agree:-

1. Grievance Policy
2. Harassment Policy
3. Disciplinary Policy
4. Sickness & Absence Policy
5. Reserves Policy
6. Retention and destruction of documents policy

Agreement proposed by Cllr. Leech and seconded by Cllr. Bennett

ALL AGREED

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

- a) **Update on allotment holders meeting on Thursday 8th June and discuss any outcomes from the meeting** – A brief outline of the meeting was given for the benefit of those that were not in attendance.
- 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** – Defer
- c) **Discussion to agree two councillors responsible for approving requests for sheds or greenhouses on the allotment site** – Cllrs Randlesome and Leech volunteered to take on this task, agreement was proposed by Cllr. Naunton and seconded by Cllr. Reeve **ALL AGREED**
ACTION – CLLRS LEECH & RANGLESOME
- 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** – Cllr Bennett said he would take a look at the concrete base (which needs replacing) for the layby bin, and it was agreed that the Playing Field bin would be best placed between the Bowls Club fence and the play equipment. The Clerk will contact SNC to get added to the bin emptying service. **ACTION - CLERK**

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, **the member of the public present commented that only about 40% of the footpath had actually been cut**
- c) **Email regarding overgrown hedges from member of the public** – Post email – one of the hedges has since been cut, the other needs further investigation as to who is responsible for it **ACTION - CLERK**
- d) **Email from allotment tenant regarding the meeting held on 8th June with allotment tenants** – The Clerk replied to this correspondence and nothing more has been said about it thus far.

12. Business for the next meeting – Co-option on Wednesday 2nd August at 7.30pm

The meeting was adjourned at 21.28 and reconvened at 21.28 for a member of the public to speak

A member of the public commented that if the Parish Council was going to purchase a new noticeboard perhaps the old one could be donated to the allotment site so that they had a place to display the rules and regulations etc. It was agreed it was a good idea.

13. Confirmation of the date of the next meeting – Wednesday 2nd August 2023 with the following meeting taking place on Wednesday 27th September 2023

Signed R. Randlesome

Meeting ended at 21.29

Date 2nd August 2023