

EASTON PARISH COUNCIL

Minutes of the Annual Parish Council Meeting held at Easton and Letheringham Village Hall
at 7:15pm on Tuesday 14th May 2013.

<p>Present: Cllr J Owen,(Chair) Cllr B Gibbon Cllr M Coney Cllr J McEvoy Cllr J Kerr Cllr B Boon</p>	<p>In Attendance: Mrs E Brown (<i>Clerk</i>) County Cllr P Bellfield PCSO C Hassler Mr Iain Jamie (<i>Land Director, Hopkins and Moore</i>) 9 Easton residents (Mr & Mrs. Duggan, Mr. Batley, Mr Hammond, Mr & Mrs. Pollock, Mr & Mrs S Perry, and Mr. Melton.) Mrs M. Brown</p>	<p>Apologies Cllr T Smith District Cllr B Snell</p>
---	---	--

EPC052/13 Election of Chairman and Declaration of Acceptance.

The Clerk chaired the meeting until the Chairman was elected. Cllr Owen was prepared to stand again and there were no other nominations. Proposer: Cllr Boon, Seconder Cllr McEvoy.
Decision – Cllr Owen unanimously elected as Chairman for the next year. Cllr Owen signed the Declaration of Acceptance.

EPC 053/13 Chairman's Welcome.

Cllr Owen explained the council's protocol regarding participating in the public forum and the inability of the Council to discuss information provided in the public forum unless it had already been included in the published agenda.

Meeting adjourned for the Public Forum.

EPC054/13 Public Forum

- Mr. Pollock requested that as the undergrowth had been cleared from around the edge of the car park that the Council ensure that the area is now maintained.
- Mr Duggan introduced Mr. Iain Jamie (Land Director, Hopkins & Moore) to talk about a possible development on Bentries Farm land behind the Primary School.
- Mr. Jamie spoke and answered questions for approximately 15 minutes about the proposed development. In summary the information given was:
 - The drawing (*attached*) is currently only indicative of what is proposed H&M are seeking comments from interested parties.
 - The SHLAA identifies part of the site for development with 8 residential units. The proposed site is larger than that identified in the SHLAA.
 - The school car park would be doubled (approx) in size to accommodate 40 vehicles and 2 coaches with an 'in + out' system. Landscaping with mature plants would occur between the development and the school as well as the completion of the new car park before building commenced. The school would be given 2 small triangular areas of land.
 - The access point on to the Highway would be moved to improve the visibility of users with embankments altered. H&M would liaise with Highways to ensure that the proposal met with their approval as the development road would be adopted by Highways on completion.
 - H+M considered how best to use the site and attempted to view the proposal from the School's, Highway's and resident's viewpoints.
 - The proposal is for 17 residential units of which 5 would be 'affordable'. The affordable units have 2 parking spaces each and would be offered to 'locals' in the first instance. The other plots would have garages. At the higher end of the site 2 x3 bed bungalows would be built, this would mean that residents in School Lane would not be overlooked. Taller (max 2 Storey) units would be built lower down the development. H&M have attempted to consider the possible concerns of residents in School Lane and Verandah Cottages in their proposal.
 - H&M and the School Governors are keen to progress with the proposal. Discussions need to occur with SCC (who own the school land) and the public (via a Public Consultation). The Public Consultation would probably occur early in the Autumn and aerial views, street scenes and the proposed materials

<p>would be available to view. The involvement of the community is paramount before planning permission is applied for. H&M have previously amended schemes following public consultation. It is anticipated that planning permission would not be applied for until the end of the year.</p> <ul style="list-style-type: none"> • Mr Jamie informed the meeting that if the residents view is that no more houses are required in the village then H&M would still be able to apply for planning permission for 8 houses as identified in the SHLAA. 	
<p>EPC055/13 To Receive Apologies Apologies were received from Cllr Smith and District Cllr Snell.</p>	
<p>EPC056/13 Declarations of Interest / Dispensation Applications. Declarations of Interest were received from Cllr Owen – Agenda Item 13, non-pecuniary (friendship with resident opposite the school); Cllr Coney – Agenda Item 12, pecuniary (owner of adjacent property) and Cllr Boon – Agenda Item 13, non-pecuniary (frequently travels along the stretch of road to be discussed).</p>	
<p>EPC057/13 To Approve the minutes of the annual meeting held on 15th May 2012. The minutes were approved and signed as a true record. Proposer Cllr Coney, Seconder Cllr Boon.</p>	
<p>EPC058/13 To Approve the minutes of the meeting held on 12th March 2013. The minutes were approved and signed as a true record. Proposer Cllr Gibbon, Seconder Cllr McEvoy.</p>	
<p><i>Meeting adjourned for the County Cllr's Report and Police Report.</i></p>	
<p>EPC059/13 County Cllr Peter Bellfield <i>Cllr Owen congratulated Cllr Bellfield on his re-election.</i> Cllr Bellfield had little to report as many of SCC activities have to stop during the electioneering period. There is a county council meeting on 25th May. Cllr Bellfield was questioned about the policy of resurfacing minor ('C') roads. He responded that SCC were aware of the poor state of repair and high number of potholes in many of the county's roads and that more money has been put into the budget to address the issue. He felt sure that work has already commenced and will continue through the summer months to top dress and resurface roads according to the highways schedule. All roads are checked at least annually. He encouraged the public to report highways problems using the SCC website. Cllr Bellfield was also asked whether he would be able to spend any of his Quality of Life Budget on improving the footway outside the village hall. He responded that if asked he may be able to find £1.5-£2k towards the costs but other money would have to be raised from elsewhere. The VHMC feel that it is not their responsibility and SCC Highways feel that although there is a trip hazard the area is considered to be in a satisfactory state. <i>Later in the meeting Cllr Bellfield encouraged the Council to contact him if they felt that there were issues with the highway near the proposed H&M development so that he could discuss it with the Officers at Endeavour House.</i></p>	
<p>EPC060/13 PCSO Christian Hassler (see attached report) PCSO Hassler gave his annual report. He added that 2 officers were now assisting him with his work and that should enable him to have a greater presence in the village. PCSO Hassler also informed the meeting that if the Council wish to try and have the white lines near the school extended a site meeting with SCC Highways is required and he could also attend if needed. Concern was raised by both council and residents that the annual crime figures for the village were not high enough. Cllr Owen asked for the figures to be rechecked. If residents are able to provide approximate dates of crimes then PCSO Hassler will check that they have been logged in the system. PCSO Hassler reported that someone has been caught and the legal processes are occurring regarding the break in at the school. Cllr Boon wondered why no inquiries about it were carried out in School Lane. PCSO Hassler will report back to the Council on this.</p>	
<p><i>Dsitrict Cllr Snell had nothing to add to the report he gave at the APM in April.</i></p>	
<p>EPC061/13 Election Of Officers The following Officers were elected: Vice Chairman: Cllr Gibbon. Proposer Cllr Boon, Seconder Cllr Owen. SALC Representative: Vacant. Area meeting agenda's to be circulated to see if any of the Cllrs would like to attend. SALC send minutes to all clerks. Tree Warden: Cllr Coney. Proposer Cllr McEvoy, Seconder Cllr Boon.</p>	

<p>Footpath Warden: Cllr Boon. Proposer Cllr Owen, Seconder Cllr Coney. SCDC Representative: Cllr Owen. Proposer Cllr Coney, Seconder Cllr Kerr. Emergency Officer: Cllr Smith. Proposer Cllr Owen, Seconder Cllr Coney. Play Area Officer: Cllr Gibbon. Proposer Cllr Owen, Seconder Cllr McEvoy. Responsible Finance Officer: The Clerk, Mrs E Brown. Proposer Cllr Owen, Seconder Cllr McEvoy.</p>	
<p>EPC062/13 Clerk's Report on Matters Arising</p> <ul style="list-style-type: none"> • Car Park. Cllr Owen liaising with contractors re date. Notices warning of car park closure will be displayed and put under car park users wipers. • Play Area. Currently awaiting post to fix litter bin to. Annual inspection recommended treating the wood with preservative. Clear wood preservative was applied last year. • Harriers Walk Footway. Cllr Owen's preliminary enquiries with a grant awarding body suggest that they would be interested in providing at least 75% of the costs and probably 100%. However the land must be available for this use. The houses own the land up to the highway and need to be prepared to sell the land for a nominal value for the project to be successful. Decision - Cllr Owen to approach land owners to see if they are prepared to sell for a nominal value. • Financial Risk Assessment. It has not been possible for Cllr Coney and the clerk to meet regarding this, they will do so before the next meeting. • Bottle Banks. Decision – Clerk to write to SCS Ltd. to ask for the frequency of emptying to be increased to weekly and remind them of not having their vehicle in the car park. A resident has suggested creating a designated area for the bins by using paving slabs. Council thought that using 2 lengths of fence in an L shape may clearly (and more cheaply) mark the area. Cllr Owen to discuss with the resident. • Grass Cutting. The Village Green has been cut and 2 weeks ago Cllr Gibbon strimmed around the play equipment. Clerk to contact contractors to have car park and verges cut and ensure that the play area grass is also being cut. • Erection of Bollards. A resident had written suggesting that a parking lay by be created near the play area. Decision - Council to continue with investigating the cost of erecting bollards in this area as there are alternative safe parking sites in the village and a lay by would change the feel of the village. Cllr Owen felt that it was a good sign that residents felt able to constructively raise their concerns on village matters. Cllr Owen has found that the probable cost of erecting each bollard to the Highways specification would be approx £200 and 2 bollards with horizontal bars between at the end of the footpath would cost approx £500-600. Council felt that the safety barrier was more important than a row of bollards. The possibility of a 'No Parking' sign was discussed. Following discussion the options for the area were 1) Safety barrier only, 2) Safety barrier with bollards and 3) Safety barrier and 'No Parking' sign. Decision - Cllr Owen to obtain quotes for a safety barrier and a no parking sign and discuss with the Huntmaster about putting the sign on the kennels fence. Clerk to look into the spending of Play Area reserves (grant money) on the safety barrier. 	<p>Cllr Owen Cllr Owen</p> <p>Cllr Owen Clerk/ Cllr Coney</p> <p>Clerk</p> <p>Cllr Owen</p> <p>Clerk</p> <p>Cllr Owen</p> <p>Clerk</p>
<p>EPC063/13 Finance (See attached reports)</p> <ol style="list-style-type: none"> 1. Clerk's Finance Report - The Clerk reported on the Council's current financial position and movements since the last meeting. It was reported that the balance of accounts on 30/04/2013 was £18,278.23 2. Authorisation of payments – Decision - Payments totalling £799.94 were authorised. Proposer Cllr McEvoy, Seconder Cllr Coney. 3. Council considered publishing the non reserves budget in the public domain, in line with good practice. Decision - Council agreed to do this. Document to be updated for each meeting and published. Cllr Smith to put it on the website. 4. The 2012-2013 Accounts approved and signed by the Chair. Proposer Cllr Boon, Seconder Cllr Coney. 5. Annual Return Sections 1 and 2 completed and signed by the Chair. 6. Internal audit reviewed. Recommendation 1: Clerk has already carried out. Recommendation 2: Standing orders review to be on the agenda for the next meeting. Recommendation 3: Clerk and Cllr Coney to carry out before the next meeting. Recommendation 4: Clerk has been in communication with the internal auditor to explain the reserves situation and the auditor has assessed the Council as having appropriate reasons for holding reserves at the current level. Clerk was thanked for her work with the accounts and preparation for the audits. 	<p>Clerk/ Cllr Coney</p>

<p>EPC064/13 Planning Matters Cllr Coney left the room due to a pecuniary interest in the planning application C13/0790.</p> <ol style="list-style-type: none"> 1. Council considered planning application C13/0790 – The Cockpit, The Street, Easton IP13 0EE: Erection of single storey extension on site of existing extension demolished. Council supported the application. Clerk to write to SCDC planning Dept. 2. There were no new planning applications. 	<p>Clerk</p>
<p>EPC065/13 Items raised at the Annual Parish Meeting</p> <ol style="list-style-type: none"> 1. Letter to Dr. Dan Poulter, MP. Decision – Council not to write at the current time due to lack of factual information. Council to monitor the situation regarding ambulance response times and Ipswich hospital's quality of service. 2. Road safety improvement at the School. Decision – a) Lollipop person not appropriate as many cars already park on the school side of the road; c) the School are encouraging the use of the car park and some parents do use it; b) and d) Council to try and arrange another site meeting with Highways and PCSO Hassler to discuss extending the white lines/creating a 'no parking' zone. Cllr Owen or Cllr Boon to attend. 	<p>Clerk</p>
<p>EPC066/13 Dog Fouling Council have received a letter from a resident on this subject and also been in communication with Jane Spivey a member of SCDC's Strategic Waste and Environmental Enforcement Team. Decision – Cllr Owen to talk to the Huntmaster about the hounds waste. Further information to be circulated to the residents via the parish magazine. Clerk to respond to the residents letter. New notice to be displayed in the notice board for the benefit of visitors to Easton. Cllr Boon to contact SCDC regarding small permanent notices for posts and to locate suitable posts in the vicinity.</p> <p>Location of dog bins. Decision – Cllr Owen to arrange with SCDC the moving of the dog bin opposite the pub to the green triangle at the Letheringham turn on the way to Easton Farm park. Council approved the spending of approx £40 for this. An alternative site would be on the 30mph sign near the first round house in the village on that road. Discussion followed the spending of approx £100 to have a new dog bin situated closer to School Lane for the benefit of residents. Council to discuss at a later date.</p>	<p>2x Cllr Owen Clerk Clerk Cllr Boon</p> <p>Cllr Owen</p> <p>Clerk</p>
<p>EPC067/13 Litter Pick Decision - Council to co-ordinate a village litter pick to be carried out in the late Autumn 2013 or at the end of March 2014. Date to be decided at the September meeting.</p>	
<p>EPC068/13 Neighbourhood Plan Councillors looked at information provided by SCDC Policy dept. prior to the meeting. Decision – Council unanimously agreed that they would not develop an NP at this time. Reasons given include: the time and cost to create one, it can only be used to increase development already suggested by SCDC and cannot be used to prevent development.</p>	
<p>EPC069/13 Electoral Review of Suffolk Coastal Decision – Council unanimously decided not to respond to the consultation particularly as SCDC were recommending the changes put forward.</p>	
<p>EPC070/13 Review of the Role of Easton Parish Council Cllr Owen proposed that a mandate be passed to allow the Clerk to decide which correspondence to forward to the Council. Seconded by Cllr Kerr. Decision - Clerk to filter all communications she receives and to decide which to forward with a bias towards local matters. Cllrs to check the SALC website for national news affecting local councils.</p>	
<p>EPC071/13 Clerk's Report on Urgent Decisions The electrical socket cover on the Village Green has been replaced. Clerk awaiting invoice. Grass cutting contractor has been advised to take care in this area. Cllrs Gibbon and Smith to remove grass from the base of the village sign and replace with another material so that grass cutting equipment does not need to go as close as before.</p>	<p>Cllr Gibbon Cllr Smith</p>
<p>EPC072/13 Officer's and Representative's Reports Cllr Coney reported that he had attended the Grants and Funding Opportunities training at SLAC today. He felt that the Council's money was well spent and the information he had would help Council to secure funding for some of its current projects.</p>	
<p>EPC073/13 Correspondence The Clerk informed the meeting of 'paper' correspondence she had received.</p> <ol style="list-style-type: none"> 1. SCDC Planning services have rejected Easton Park Studs application for the erection of a storage building as permitted development and advised that planning permission 	

<p>will be required.</p> <ol style="list-style-type: none"> 2. Council indicated that they would like the Flood Risk Management documents to be circulated. 3. Council will not be renewing their membership of the Wickham Market Partnership as decided at the budget meeting for this financial year. 4. The Village Hall Annual Report has been circulated. 5. There is a meeting about the Hacheston Solar Park at the village hall in Hacheston on 30th May at 7:30pm. 	
<p>EPC074/13 Matters for the next meeting</p> <ol style="list-style-type: none"> 1. Review of Standing orders. 2. Proposed Development behind the School. 	
<p>EPC075/13 Matters for following meetings</p> <ol style="list-style-type: none"> 1. A new dog bin at the school end of the village. 2. To carry out a litter pick in the late Autumn 2013 or end March 2014 	
<p>EPC076/13 Date of next Meeting</p> <p>The date of the next meeting is Tuesday 9th July at 7:15pm The date of the following meeting is Tuesday 10th September at 7:15pm</p>	
<p><i>Meeting closed at 9:10pm</i></p>	
<p>Chairman: Date:</p>	