

Easton Parish Council

Minutes of Ordinary Parish Council Meeting held at Easton and Letheringham Village Hall on 28th November 2016 at 19:30

1. **Present:**

Chair:	Cllr S Piggott	SP	Clerk:	Mr W Dicks	WD
Vice-chair:	Cllr A Thomas	AT		Cllr A Hollins	AH
	Cllr B Gibbon	BG		Cllr M Coney	MC

Apologies: None

No members of the public or press attended

No.	Item	Lead
2.	Declaration of interests None.	Chair
3.	Consideration of any dispensation requests There had been no requests.	Chair
4.	Minutes of meeting 10.10.2016 The minutes were accepted as amended (finish time), signed by the Chair and adopted.	Chair

Action Items	Responsible	Deadline
23/2016 11/16: To make 10.10.16 minutes final as pdf and publish on web site.	Clerk	31.12.16

5. **Matters to report from actions of last meeting** **Chair**

The Chair had:

- forwarded the agreed response to SCDC for naming the Hopkins Homes development.
- received 2 invoices from SCL that only charged for cutting the village green and car park, these were returned since it has been expected that Play Area and Cemetery were being cut. The two invoices were re sent corrected for cuts to the Village Green, Car Park and Play Area.
- spoken to Highways regarding process and costs for Speed Activated Signage and Village Pinch Gates with signage – this will be detailed under item 9.
- spoken to Highways about the routing of HGV construction lorries through the village, the Highways Manager would like evidence of logging of companies and registrations.
- spoken to Hopkins with regards to CIL and their pledge to provide a SID sign – this will be detailed under item 7.
- spoken to SCDC with regard to the expected CIL total sum that will be paid to the Parish Council – this will be detailed under item 7
- sent a letter of response of qualified response to SCDC with regard to the re-submitted application DC16/3702/FUL – Home Farm following the October meeting.
- completed handover the administration to the new Clerk.
- spoken to Tony Smith with regard to the decision of management of the Parish Council Website – this will be detailed under item 11.

The Chair's report was accepted.

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Action Items	Responsible	Deadline
24/2016 11/16: Pass Chair's report data file to Clerk for minutes.	Chair	14.12.16

6. Finance

Clerk

The clerk presented the latest Financial Report, which was agreed and adopted. The replacement invoices had now been received from SCL.

Councillors agreed the budget and agreed to maintain the precept at £7000.

PC discussed the newly introduced financial requirements and process for PC grants and agreed the process proposed by Chair. Applicants must approach the Clerk for forms. The important principles were that: grants must be available to all - previously only the VHC had applied; funding for grants is not part of PC current expenditure but is allocated from the capital reserve; and the availability of grants is not guaranteed – having received a grant in the past is not a guarantee that one will be received in the future.

PC decided to support the village Christmas tree by way of a donation of up to £120.

Could the Financial Report include a comparison with spend during the same period in the previous year? This was a 'management information' request rather than proper to in-year Financial Reports. Clerk time would need to be considered.

Current performance under the grass and hedge cutting contract had been considered at earlier meetings and continued to deteriorate - partly because the service was not well-specified and there was no system of checking or penalties for poor performance. PC decided to specify and tender for a new contractor service. The areas to be covered were at least: play area; football field; hedges around recreation area; footpath from The Street to first bridge; verge opposite crinkle-crinkle wall from end of footpath to bend; from corner to the village green; road verges; and cemetery. The cemetery would need an initial 'project' to set it right; then ongoing maintenance.

Action Items	Responsible	Deadline
25/2016 11/16: Apply for a £7000 precept.	Clerk	20.1.17
26/2016 11/16: Discuss and agree future specification for grass and hedge maintenance across the village informed by an 'on the ground' review, and then procure the specified service in accordance with public procurement rules.	Clerk and Cllr AT	14.12.16
27/2016 11/16: Send Grant Application Form to Cllr MC	Clerk	31.12.16
28/2016 11/16: Allocate £2000 to a new Grant Funding Reserve	Clerk	31.3.17
29/2016 11/16: Upload Grant forms and notes to Internet and publicize grant availability on website and in Parish Magazine.	Clerk	31.12.16

7. Projects

Chair

Funding. On top of significant reserve funds, the parish might receive £40,000 or more from the Community Infrastructure Levy (CIL). Clerk explained what that could be spent on - set out in the [SCDC Information Sheet](#).

Tackling speeding. 'Pinch fencing' and signage cost a minimum of £3,500 per road positioning. PC decided to await CIL funds before progressing this. Speed Indicator Displays (SIDs) had been discussed in October. PC concluded they were needed to

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supplement the community speed watch. PC decided to have them provided and managed by SCC's contractor TVAS, as it was unlikely there would be long term volunteers for the regular moving of any SIDs purchased by the PC.

PC Noticeboard. PC decided to procure a new lockable board up to the cost of £1200 as the current one was too crowded and using the back of it meant PC items were unlikely to be seen.

Playground resurfacing. PC decided to fund this but needed Cllr FS's report back and costings, etc. Carry forward to next meeting.

Car park lighting. This was revisited and PC concluded current provision was too much for its setting. To discuss further and decide action at next meeting.

Action Items	Responsible	Deadline
30/2016 11/16: Obtain more information on the SCC SID scheme and report back.	Chair	23.12.16
31/2016 11/16: To source and procure a lockable PC Noticeboard.	Chair	31.3.17
32/2016 11/16: Copy costing for Car Park lighting to Clerk & Cllrs or obtain new costings.	Chair	23.12.16

- 8. Cemetery** **AT**
 PC was again concerned how untidy the cemetery was. Current maintenance contract was clearly not working so PC had decided to include it in procurement of the new village service. (Item 6 above, AP 26/2016 11/16.)

- 9. Highways** **Chair**
 Concern was expressed about hedging encroaching on the road by Stud Farm House and Martley Hall. It was unclear how responsible landowners were encouraged or required to cut their hedges and whether this particular issue had been logged with SCC.
 The incidence of rat-running trucks seemed to have reduced a lot. PC decided to keep a watching brief and review in Spring unless it reemerged as an issue.

Action Items		Deadline
33/2016 11/16: Find out from Highways how hedge cutting is enforced and who is responsible for the enforcement and the cutting and report back.	Chair	23.12.16

- 10. Planning** **Chair**
 There were no decisions or updates.

- 11. Website** **Chair**
 The chair had spoken to the current webmaster who had expressed that he was keen to continue. Parish Councillors agreed that Mr Smith continues as Webmaster for the village website and that a link be provided to the new PC website for which the Clerk will be the Webmaster and that both sites will be funded by the PC. Cllrs ratified the chair's action and decided to fund the existing site and a new PC website for one year, after which the position would be reviewed. The webmaster had agreed to provide a prominent link to the new PC website, which will be the official site for the village.

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Action Items	Responsible	Deadline
34/2016 11/16: Take advice from LCPAS and set up new PC official village website using YOLA.	Clerk	31.3.17

- 12. Play Area** **AT**
In Cllr FS's absence, PC decided to carry this item forward to the next meeting.
- 13. Footpaths** **AH**
There continued to be problems with broken or missing signs.
- 14. Correspondence** **Chair**
None was outstanding.
- 15. Items for next agenda** **Chair**
PC agreed to take 'Car Park Lighting', 'Village Maintenance Contract' and 'Speeding Issues' at its next meeting.
- 16. Date of next meeting** **Clerk**
Date of next meeting was to be 23 or 30.1.17. Meeting was closed at 20:55.

Action Items	Responsible	Deadline
35/2016 11/16: Decide and publish date of next meeting in January	Clerk	9.12.16

Chair

Susan Piggott

Date: 30th January 2017