

Easton Parish Council

Minutes of Ordinary Parish Council Meeting held at Easton and Letheringham Village Hall on 10th October 2016 at 19:30

1. **Present:**

Chair:	Cllr S Piggott	SP	Clerk:	Mr W Dicks	WD
Vice-chair:	Cllr A Thomas	AT		Cllr F Siddall	FS
	Cllr B Gibbon	BG		Cllr A Hollins	AH
	Cty Cllr R Vickery	RV (Guest)			

Apologies: Cllr M Coney (sickness)

No.	Item	Lead
2.	Declaration of interests FS declared an interest (family member) in agenda item 7. Interest noted for action later.	Chair
3.	Consideration of any dispensation requests There had been no requests.	Chair
4.	Minutes of meeting 11.7.2016 The minutes were accepted, signed by the Chair and adopted.	Chair

Action Items	Responsible	Deadline
1/2016 10/16: To pass minute data files to Clerk	Chair	14.10.16
2/2016 10/16: To make 11.7.16 minutes final and publish on web site.	Clerk	31.10.16

5. **Matters to report from actions of last meeting** Chair
The Chair has obtained the Grant application forms which can now be uploaded onto the Website and advertised in the Parish Magazines so that organizations that would like to receive a grant can apply to the Parish Council, this formal process can now be put in place.

The Chair submitted a letter to the Case Officer for the Hopkins Homes estate in response to the Appeal decision to grant permission, this letter stated as agreed at the meeting, condition points that they will expect to be met, primarily the Footpath provision, also comments on aesthetics regarding materials.

The Chair spoke to Mr and Mrs Boon to confirm that their memory bench seat is fully supported by the Parish Council to be placed in the commemorative circle. The Chair also spoke to SCL to instruct the work to level and turf the ground, lift the canopy of the tree and widen the entrance.

The Chair submitted the responses to the three planning applications considered at the planning extra ordinary meeting. Support for Fairhaven and the Willows, Objection to Downton Cottage. The Chair and Cllr Hollins interviewed the two applicants for the Clerk with support from LCPAS. Although neither applicant had Parish Clerk experience they were two very good applicants the decision was made following advice from LCPAS, Mr Bill Dicks has been appointed.

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The Chair contacted Highways with regard to trimming the verges and vegetation within the village, the time set for Easton on their timetable was not met, Highways explained that they would be doing so in following weeks the Chair maintained contact until the trimming eventually took place. However, the trimming was inconsistent, explanations from Highways is that the SCC financial cutbacks prevent more regular and thorough works. The Chair reported pot holes on the Kettleburgh road and Framlingham road and where the road falls away at the edges at Martley Hall and beyond, Highways informed the Chair that these were not deemed in need of repair.

The Chair has received complaints from various residents and noticed herself the increase of routing through the village by construction lorries, Tippers R Us, J T Star, Jewson, Robinsons etc. The Chair has also received a complaint from a customer of the Pub, on a summers day she had lunch with colleagues outside the pub, their meal was spoilt by what was quoted as a movement of approx. 30 large construction lorries in both directions routing through the village, she suggested if this is happening she would not be returning to the pub for such a meal and what were the Parish Council doing about it, she commutes each day through the village and is very aware of these trucks at all times of day. I have witnessed as have others this problem. When these lorries meet and cannot pass, they will use the pavements to avoid each other, they are narrowly avoiding parked cars in the village etc. The Chair has spoken to both the police and highways, who needed convincing of the problem, each time the Chair received a complaint she rang Highways. Highways have now agreed that it sounds as though there is a problem, but that action can only be taken when a weight restriction is formally placed on the roads which could be done. Highways requires evidence, i.e. photographic, logging and recording the lorries, etc. This will be discussed under Agenda Item 11.

The Chair was contacted by Carol Rook at the beginning of September, regarding a forthcoming burial at the Cemetery and the poor state of overgrown grass and vegetation. John Rook took his grass cutting material to make the area around the new grave acceptable prior to the burial. The Chair expressed her gratitude and visited the Cemetery, the grass in places was almost waist high, families have expressed upset at the state that it had got into. The Chair immediately contacted S.C.L. who explained that on the last cut at the beginning of June he had spoken to a gentleman who cuts small areas of the cemetery and considered that he had been sacked from the job and was told he could try again next year for the contract. The Chair explained that he was employed by the Parish Council who is the only body to appoint and end a contract and that he should have spoken in the first instance to the Chair following this conversation. This would be discussed under Agenda Item 10.

The Chair's report was accepted.

Action Items	Responsible	Deadline
3/2016 10/16: Pass Chair's report data file to Clerk for minutes.	Chair	14.10.16

6. Finance

The chair presented the latest financial report on behalf of the Clerk, who was newly appointed. The 2015-2016 accounts had been audited and had passed muster. The following areas for improvement had been noted however: the reserve was/is too high; the need to appoint a Clerk; Asset Register should contain dates when assets procured. Possible options for allowable spend were considered including vehicle speed reduction measures such as white squeeze gates with Community Speed-watch signage, and new notice boards.

PC adopted the 10.10.16 Financial Statement. The solution to asset procurement dates

Chair

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was not obvious. Clerk suggested that soundly based estimates would probably suffice where actual dates were not known.

Action Items	Responsible	Deadline
4/2016 10/16: All Cllrs to generate options for spending some of the reserve and pass to WD. Options must meet public procurement rules.	All	23.11.16
5/2016 10/16: Resolve issue of asset dates in accounts with auditor.	Clerk	31.12.16

11. Highways *(item brought forward by chair as Cty Cllr RV had to leave early)*

RV

The meeting was temporarily closed so that the public could participate. The public again raised the issue of large trucks using Easton as a rat run. The Chair had spoken to Highways ahead of the meeting. Their concern was that the trucks should be following the agreed Suffolk routing plan (restricts heavy trucks to A and B Roads). A weight restriction on village roads and logging of trucks were discussed.

Cty Cllr RV presented his round up, emphasizing that his HW budget was only about £8k p.a. This modest budget needed to be spent by March. Brief bids could be e-mailed to him. The biggest source of complaints to highways is speeding through villages. Easton's experience was shared. White gated squeeze points could cost £23k - down to design and need for kerbs. Policy on Speed Indication Displays (SIDs) was to not provide static SIDs as they soon lost efficacy. Moveable SIDs was an option. These are placed on posts that cost £3k and locations have to be agreed with SCC. Volunteers are needed to move the device from post to post. Solar or rechargeable battery power are available - the latter is longer lived. Effectiveness and efficiency might be improved by working with Letheringham. Was there potential for funding by Hopkins Homes?

Another widely held concern was potholes, which it transpired had to be 2" deep to receive attention. Planning for road maintenance seemed to lack 'cohesion'. 'Highways' is to be restructured, which may help.

On devolution, there was hope for Government to lay papers in Parliament by 24.11.16. There continued to be progress on broadband rollout. 'Blue light (services) property sharing' is being explored with some success. *The meeting re-opened.*

PC agreed that: Highways issues are a key concern but there is little funding or cohesion in work to tackle the issues; and logging and other evidence to prove there is an issue is essential to secure any weight restriction. Highways should be able to help with lorry issues.

Action Items	Responsible	Deadline
6/2016 10/16: To consider how a lorry watch might work.	All	23.11.16
7/2016 10/16: To work with SCC to trace and intercede with other lorry firms.	RV	23.11.16
8/2016 10/16: To find out if provision of a SID etc. was a condition of Hopkins' approval.	Chair	23.11.16
9/2016 10/16: To consider options for highways spending and pass any business cases to Clerk, bearing in mind the small budget.	All	31.01.17

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7. Planning

Chair

DC16/3702/FUL. Meeting was closed again to allow public participation. The issues with this application, which doubled the size of the local area involved, were restated. The new main issue was that it had been re-presented, essentially unchanged. One resident had gone ahead with a house purchase on the basis of withdrawal of the original proposal. Specific concerns remained: legal access (ownership and established access to a septic tank); access risk (dangerous corner); noise; light; and privacy (close proximity of new dwellings and over-bearing windows). Cllr FS left the meeting temporarily and the meeting was re-opened so that remaining councillors could debate the PC's response.

The PC remained concerned and agreed a response of 'object' to the re-presented application. It could only support the application if its specific concerns (above) were resolved. Cllr FS returned.

DC16/3929/TCA. This application was for re-shaping/removal of a Bullace (wild plum) tree. The PC agreed to 'support' the application for reasonable re-shaping of the Bullace tree short of removal.

Action Items	Responsible	Deadline
10/2016 10/16: To pass on to the Clerk earlier correspondence relating to DC16/3702/FUL.	Chair	14.10.16
11/2016 10/16: To draft a letter of objection to DC16/3702/FUL as re-presented. Letter to specifically cover: access to septic tank; legal and safety issues regarding access to and on the site; proximity to Grade II listed building and privacy of that building's occupants.	Chair pp Clerk	12.10.16
12/2016 10/16: To draft a letter of qualified support for DC16/3702/FUL.	Chair pp Clerk	12.10.16

8. Play area

FS

Cllr FS confirmed the Play area bin had been emptied. Grass had been cut/area tidied by SCL, but the area still looked rough. The hedge was overgrown. It was thought that the annual RoSPA assessment had been carried out. Ongoing management of the play area was considered.

PC agreed: the principle of artificial surfacing – this would also help spend reserve funds; and to await the RoSPA report.

Action Items		Deadline
13/2016 10/16: To research options and prices for play area resurfacing and report back.	FS	23.11.16
14/2016 10/16: To liaise with Clerk to ensure RoSPA has been carried out and report received and satisfactory, and report back.	FS	23.11.16

9. Cemetery

Chair

Maintenance of the cemetery should be covered by the SCL contract but there had been some confusion about responsibilities for cutting the grass. The outcome was that grass and hedging had not been maintained and complaints had been received. Proposed commemorative circle and bench installation were discussed. PC concluded that: its priority is a reliable regular service, whoever provides it; and SCL was overdue in preparing a 'commemorative circle' ahead of installation of a memorial bench.

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Action Items	Responsible	Deadline
15/2016 10/16: Chair to copy to Clerk all earlier papers regarding cemetery maintenance including a plan of the areas to be maintained.	Chair	14.10.16
16/2016 10/16: To write to Mr Wright and SCL setting out the agreed position regarding maintenance of the cemetery, enclosing a plan of areas to be covered by the two parties.	Clerk	23.11.16
17/2016 10/16: To chase SCL regarding commemorative circle, report back.	Chair	23.11.16

10. Name of new housing development

Chair

Mandy Mann at SCDC had e-mailed the Chair inviting the PC to name the new housing development. From many ideas considered, PC voted for Skylark Rise but agreed to mention Hamilton Heights.

Action Items	Responsible	Deadline
18/2016 10/16: To advise Planning of the PC's conclusions on estate naming.	Chair pp Clerk	31.10.16

12. Footpaths

AT

A sign that had been knocked down was now missing. There were continuing issues of dog mess, bagged and otherwise. Would more specialized bins be beneficial? PC concluded: no significant issues; specialized dog litter bins are expensive and agreed to keep a watching brief.

13. Website

Chair

There was said to be a virus affecting site widgets. In any case provision needed to change from 1Suffolk's free service. By default the service would transfer to Community Action Suffolk (CAS), who would charge £50 p.a. Other providers were available - LCPAS used YOLA and were said to be happy with their service. PC was required to notify CAS of its intentions by 1.11.16.

Action Items	Responsible	Deadline
19/2016 10/16: Chair to discuss arrangements for web services with current webmaster and advise Clerk. Clerk to then arrange transfer of web services provision, advising CAS and liaising with Easton Norfolk, and take on 'clerk@easton' e-mail account.	Chair and Clerk	31.10.16

14. Correspondence

Chair

None was outstanding.

15. Items for next agenda

Chair

In light of reserves available there is a need to discuss Projects. E.g. there is a Community Infrastructure Levy (CIL) (previously 's106') that has to be paid by housing developers to local PCs who must be 'seen to spend it'.

PC agreed that: it needs to understand CIL better and if it looks a good prospect for the playground project, follow up; and to take Projects, Budget for precept 2017 and Website next time.

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Action Items	Responsible	Deadline
20/2016 10/16: To find out more about CIL, advise Clerk, and report back.	Chair	31.10.16
21/2016 10/16: To contact SCDC Kim Summers regarding CIL to find out how much may be coming Easton's way as a result of the current Hopkins development and the rules attached to it, and report back.	Clerk	23.11.16

16. Date of next meeting

Chair

The Chair exceptionally accepted an item of other business from the floor regarding the Village Hall (VH). Cllrs were reminded that PC is the VH custodian and VH Committee (VHC) looks after day to day business for PC. VHC reported it had lost its main customer (50% of income) - the pre-school.

PC concluded that VHC needs to consider its funding needs further. PC may then wish to consider re-instating its donation back to £500.

Date of next meeting was to be 28.11.16. Meeting was closed at 08:55.

Action Items	Responsible	Deadline
22/2016 10/16: To make an application for VH funding if necessary.	VHC	None

Chair

Date: