

# Easton Parish Council

## DRAFT Minutes of Ordinary Parish Council Meeting held at Easton and Letheringham Village Hall on 30<sup>th</sup> January 2017 at 19:30

### 1. Present:

<b>Chair:</b>	Cllr S Piggott	SP	<b>Clerk:</b>	Mr W Dicks	WD
<b>Vice-chair:</b>	Cllr A Thomas	AT		Cllr A Hollins	AH
	Cllr B Gibbon	BG		Cllr M Coney	MC
	Cllr F Siddall	FS			

**Apologies:** None

One member of the public and no press representatives attended

### No. Item

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#### 2. Declarations of interest

None.

#### 3. Consideration of any dispensation requests

None.

#### 4. Minutes of meeting 28.11.2016

The minutes were accepted as amended (Cllr Coney in attendance; corrected drafting under Finance), signed by the Chair and adopted. PC agreed that summaries of minutes in the Parish Magazine should be reinstated.

#### 5. Matters to report from actions of last meeting

The Clerk had:

- Considered Asset dates in the register and now needed to talk to Internal Auditor about estimated dates
- Not sent a letter to Mr Wright about the Cemetery – would be dealt with as part of introducing the new grass, etc. contract
- Started monitoring the PC e-mail address advertised online  
Considered the new parish website and was hoping to take advantage of a new supplier opportunity that had arisen. A grant was also now available to help with implementing the Transparency Code. PC agreed that Clerk should pursue new supplier and grant
- Requested the 2017 precept, £7000
- Specified the new Grass and landscape maintenance contract with Cllr AT.  
Quotes had been received, to be dealt with under agenda item 6
- Sent PC grant forms to Cllr Coney; sent files for posting to village website; and sent a brief article on grants for the Parish Magazine

The Clerk's report was accepted.

The Chair outlined actions taken that would be expanded on under Car Park and Highways.

#### 6. Finance

The Clerk presented the latest Financial Statement, which was agreed and adopted as amended (an addition error and a credit figure in debit column). PC asked Clerk to reinstate Capital Reserves section and to account for two items including LCPAS training from that section.

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PC noted that Clerk was now administrator for the bank accounts and had electronic access.

Cllrs discussed candidate suppliers' responses to the Grass and Landscape contract Request for Quotes (RfQ). PC agreed to exclude from scope gates, benches and significant work to the cemetery commemorative circle. Quotes received had been of inconsistent layout. One invited candidate had decided not to quote late on, leaving only two quotes.

PC agreed to extend the RfQ deadline and admit a further candidate supplier to the competition. PC agreed all candidates to be written to, based on a consistent tabular specification. Cllrs considered how best to deal with two aspects of cemetery maintenance and agreed that the two concerned parties should be contacted.

PC agreed proposals for Clerk's pay, expenses and training.

Clerk briefly presented a draft Expenses Policy. PC agreed that it needed such a policy and would formally consider the draft for adoption at its next meeting.

Action Items	Responsible
01/20176 1/17: Review areas covered by Grass and Landscape contract and draft a tabular specification	Clerk and Cllr AT
02/2017 1/17: Re-issue Request for Quotes covering new tabular specification once agreed. Include only surface levelling and hedge maintenance for the commemorative circle.	Clerk
03/2017 1/17: Discuss cemetery maintenance with Susan Stone (for Suffolk Wildlife Trust) and Nigel Wright	Cllr AT

## 7. Highways

The Chair had checked the SCC reporting site and although reports are logged as numbers there appears to be no details, so not possible to see whether reports have been made. The Chair has logged and included grid references to give the points where the hedging is overhanging the verge and road. PC agreed that the Chair should continue and provide the photographs requested by Highways. PC has no powers to approach landowner/s.

The Chair has been in contact with Suffolk County Council Speed Awareness teams and can report that Easton will be on the TVAS scheme. This will involve Council speed indicators being deployed on a rolling three monthly rota for 2-3 weeks each time. The Chair has filled in the application forms and provided the supplementary information requested by the TVAS team and was told to expect the signs April/May this year.

Action Items	Responsible
04/2017 1/17: Chair to provide photographs to Highways and continue to look into reporting of overhanging hedging.	Chair

## 8. Planning

PC noted that DC/16/2920/FUL Downton Cottage appeal had been dismissed. The Chair presented an application for listed building consent for Dark Lane House. Cllrs agreed that a response of 'No objection' should be submitted. Clerk was asked to inform Planning Dept. so that he receives Planning Papers.

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Action Items	Responsible
05/2017 1/17: Clerk to notify Planning of his details.	Clerk
06/2017 1/17: Clerk to respond to Planning 'no objection' regarding Dark Lane House	Clerk

## 9. Annual Ratification of Documents

PC ratified its Risk Assessment, Financial Regulations, Standing Orders and internal control system. Cllrs asked the Clerk to: consult LCPAS to confirm that no separate written Internal Control Statement is needed; review the Risk Assessment; draft a Health & Safety Policy.

Action Items	Responsible
07/2017 1/17: Review PC Risk Assessment and draft a Health and Safety Policy	Clerk
08/2017 1/17: Consult LCPAS to confirm Easton PC needs no separate written Statement on Internal Control	Clerk

## 10. Appointment of Internal Auditors for 2017-18

PC agreed to re-appoint Heelis & Lodge.

Action Items	Responsible
09/2017 1/17: Clerk to re-appoint Heelis & Lodge as Internal Auditors	Clerk

## 11. Play Area

There had been progress and one quote obtained for resurfacing with a 'plastic mulch'. An alternative of wood bark could present access issues. PC agreed that a further quote should be requested.

There have been some issues with the play equipment, which had been in situ for 7 years. They can be readily addressed, with perhaps a guarantee claim being possible. PC agreed that contractors should not strim against wooden posts.

Action Items	Responsible
10/2017 1/17: Obtain a second quote for play area resurfacing	Cllr FS
11/2017 1/17: Include requirement not to strim against play area wooden posts in new Grass and Landscape arrangement	Clerk

## 12. Car Park

The Chair had ordered a new Notice Board for PC use; it is expected to be delivered in the second week of February and will need fitting into place. Suggestions for a contractor to fit it and clearance for costs were requested. Cllr Thomas offered to fit the notice board. This was agreed and the Chair will liaise with Cllr Thomas once the Notice Board is delivered.

The Chair had obtained lighting quotes including from A. Nobbs who is familiar with the present light system and requirements of the site, he has surveyed the car park and consulted with manufacturers and lighting consultants to be sure to offer the correct spec' and positioning. There were issues of electrical metering and supply,

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and costs. PC agreed final quotes were needed ahead of decision at next meeting.

Action Items	Responsible
12/2017 1/17: To take delivery of and fit new PC Notice Board	Cllr AT
13/2017 1/17: Obtain final quotes for Car Park lighting, to include meter and current pole removal	Chair

## 13. Cemetery

The Clerk reported that cemetery management had been handed over in principle by Carol Rook, but Carol would steer him through first few burials. PC agreed that Clerk could undertake Cemetery Management training. Also that formal letters of thanks should be sent to Carol Rook and John Rook.

Action Items	Responsible
14/2017 1/17: Arrange cemetery management training	Clerk
15/2017 1/17: Write to Carol and John Rook separately thanking them for their work regarding the cemetery	Clerk

## 14. Footpaths

Carried forward to next meeting.

## 15. Village Green – Management Issues

PC discussed the issue of hunt saboteurs. Cllr AT apologised to the village on behalf of the Hunt for issues arising. PC agreed that it was a police matter and that it was open to villagers to write letters of complaint if they wished.

## 16. Correspondence

PC considered a letter from Snape PC looking to share the cost of a PCSO but agreed not to support the proposal.

The Clerk took up grant requests regarding the Village Hall and Village Green. PC noted that other sources of grant funding had been suggested to the Village Hall Committee.

## 17. Items for next agenda

PC agreed to take 'Village Spring Clean', 'Beacon Event – (November remembrance of WW1 100 yrs)' and 'Car Park Lighting' at its next meeting.

## 18. Date of Next Meeting

Date of next ordinary meeting was agreed as 27/03/2017. Date of PC Annual Meeting was agreed as 08/05/2017. Date of Parish Meeting was agreed as 05/05/2017. Clerk will next propose dates for year ahead.

Meeting was closed at 21:30.

**Chair**

**Date:**