**EASTON PARISH COUNCIL**

**MINUTES OF ORDINARY PARISH COUNCIL MEETING**

**Held on Monday 10th September 2018 at 7.30pm**

 **at Easton Farm Park**

**Reports from District, County Councillors and Question time for members of the public –Duration time maximum 10 minutes - 2 minutes per person.**

Meeting opened at 7.45 pm

**MEETING TO OPEN**

**1 PRESENT & APOLOGIES**

 **Present Apologies**

 Cllr S Piggott – Chair All present

 Cllr A Hollins – Vice Chair

 Cllr B Gibbon

 Cllr F Siddall

**2 DECLARATIONS OF INTERESTS**

None.

**3 CONSIDERATION OF ANY DISPENSATION REQUESTS**

None.

**4 MINUTES OF MEETING:** Approve minutes – May 14th & June 25th 2018

Council members agreed and signed the Minutes of the 14th May 2018. Minutes of the 25th June 2018 were not available and therefore deferred to the next meeting.

**5. MATTERS TO REPORT FROM ACTIONS OF LAST MEETING**

The Chair responded, as agreed, to the planning applications submitted at the last meeting – Home Farm, Easton (Revised improvements); Round House, Sanctuary Bridge Road, Easton and Easton House – all applications were supported by the Parish Council. The installation of the new signposts is progressing. A fuller report under agenda item 12. Village car park and dog poo sign completed. Accounts from the Village Hall to progress their Grant Application have been received.

**6. FINANCE**

**6.1** To Approve Financial Statement

The Financial Statement up to 31st July 2018 was circulated for consideration and cheques subsequently approved for signature. The Clerk confirmed a company specialising in PAYE has been appointed to deal with the tax element of her salary.

**6.2** Review of Standing Orders

Following a challenge relating to the award of the grass cutting contract to Kindlewod (in default by not obtaining three quotations), it was agreed the Council’s Standing Orders be amended to permit contracts to be reviewed every three to five years. **CE**

**6.3** Year End Audit Status – Minute corrections to AGAR

Although the end of the financial year reconciliation was correct, the figures on the AGAR were incorrectly documented. This was rectified, initialled and sent to the Independent Auditor, PKF Littlejohn. Their response is still awaited.

**7. VACANCIES & CO-OPTION**

**7.1** Owing to the illness and non-attendance of Mr M Coney, a vacancy has

consequently occurred. Formal notification to be given to the Monitoring Officer at SCDC. **CE**

**7.2** Council to receive an application to fill one of the Casual Vacancies.

After discussion, it was proposed by Cllr Siddall, seconded by Cllr Piggott and unanimously agreed, that the application received from Carolyn Godfrey to be a co-opted member of Easton Parish Council be approved. The Clerk to notify the applicant of this decision.  **CE**

**8.** **LOCAL PLAN REVIEW RESPONSE**

Prior to initial discussion, councillors were advised the deadline for a response from the Parish Council is Friday 14th September 2018. Regardless whether there is a Neighbourhood Plan in place, housing figures cannot be altered. Up to the year 2036, the indicative number designated for Easton from SCDC is a further ten dwellings, making thirty-four in total. In comparison to other villages in the area, Easton has got the higher end of figures. Roads, however, are to remain as they are with the added pressure of thirty-four new homes. Following debate, it was agreed the Parish Council’s response to the Local Plan Review be as follows: Easton Parish Council would like to support the additional number of houses but feels until there is a review on infrastructure, they cannot commit to this proposal.

**9. GDPR**

Registration with the ICO to be actioned. Payment can be made on line. **SP**

A GDPR Policy to be drawn up for consideration at the next meeting. LCPAS to be contacted for advice. **CE**

**10. NEIGHBOURHOOD PLAN - STEERING COMMITTEE REPORT**

The summer period has been relatively quiet due to holidays taken by members and the consultant. The Landscape and Character Assessment Policy report is being formulated from evidence gathered, the Steering Group completed templates for the parish following the training workshop, it proved much more involved and took a lot of time to submit along with photographs to illustrate all aspects of the Parish, we just managed to get the information across to the consultant prior to the Summer event for it to be included. The technical support grant of works provided by government to provide a site assessment package is in process. A government Planning Officer is producing a Site Assessment report which reports on all the SHLAA and SHELAA sites that have been put forward and suggested for Easton, this has included a site visit to Easton where all sites were visited. The Summer Event on July 21st was a major event to organise, it involved displaying information to illustrate the progress of the NP for Easton so far, the Landscape and Character Assessment areas were précised and displayed, giving opportunity for anyone to add any details they felt had been missed out, also highlights of the results of the Questionnaire, with copies available to view. There was also an exhibition and display by Brain Boon demonstrating the history of Easton, a display and presentation talk by Archaeological Services detailing the project and dig prior to commencement of the Hopkins Homes development, this was followed by question time. All the information displayed, the Questionnaire results report is all uploaded on the NP tab on the Parish Council website. Our consultant has explained that we need to organise another consultation event once the Site Assessment report is completed, this will be a coffee, tea and cake event. Where the sites that the Questionnaire results have indicated are most popular and match the sites deemed deliverable; conversations with the landowners will take place, to gain confirmation that the potential is supported by them, these will be put forward as potential sites to deliver the number of dwellings given by SCDC for Easton, the indicative number given is, an additional for to take Easton up to 2036.

**11. WW1 CENTENERY BEACON EVENT**

**11.1** To finalise arrangements for the WW1 Centenary Event, the next Easton Parish Council meeting will be held on the 5th November rather than the 11th September. The Hog Roast is now booked, the event to be advertised in the Parish Magazine, Framlingham Tech Centre to be contacted to arrange a Mail Drop, a notice to be displayed on the parish notice board, the vicar to be contacted to officiate, a local resident sourced to play ‘The Last Post’. **SP**

**11.2** The Queens Pageant Master has given the beacon lighting up time as 7pm. After the beacon is lit, the church bells will be rung, residents will have the option to go to the village hall where hot drinks and a bun (perhaps decorated with poppies?) will be available. Numbers attending will be finalised nearer the time.

**12. SIGNPOSTS – Commemorative WW1**

 After a year, the final hurdle has been overcome. Information for the arms has been obtained and costs for the work are presently being prepared by the sign makers. **SP**

**13. HIGHWAYS – INSUFFICIENT SITE SPLAY**

With many complaints being received relating to near misses at the school car park, the Chair has written to the appropriate authority requesting they deal with the issue as a matter of urgency. As no response has been forthcoming, Councillors unanimously agreed to contact SCC Highways, the County Councillor and the MP for their assistance in resolving this situation. **CE**

**14. PRIMARY SCHOOL – EXTERNAL LIGHTING INSTALLATION**

Planning Enforcement has contacted the school and have requested the lighting installation is not used until an application for planning permission is submitted. (Low level bollard lighting was part of the planning conditions and would have been acceptable). To be monitored. **All**

**15. VILLAGE CAR PARK**

 The concrete bay for the re-cycling bins has been completed. Protective posts need to be installed. The Chair to contact the post providers. **SP**  Masking the bins: Due to the rose bush’s prolific growth, it was decided to put the installation of fence screening on hold.

**16. CEMETERY**

**16.1** The ashes interment of Mr Cecil Potter took place on Wednesday 13th June 2018. The legal paperwork was received from the undertakers and accordingly sent to the Registrar. An invoice has been sent.

**16.2** Design of internment burial headstones deferred until the November meeting.

**17. PLAY AREA**

 The top bar to the swings was completed in May. Prior to the ROSPA visit this month, the play area needs tidying up. Further discussion on the play area at the next meeting.

**18. FOOTPATHS** – Footpaths are presently all clear.

**19. PLANNING** –No updates to report.

**20**. **CORRESPONDENCE** – None.

**21. ITEMS FOR THE NEXT AGENDA –** No additional agenda items requested.

**22. DATE OF NEXT MEETING** – Monday 5th November 2018 at 7.30pm.

With no further business the meeting finished at 9.30pm.

………………………………………… ………………………………………

Chair Date