**EASTON PARISH COUNCIL**

**MINUTES OF ORDINARY PARISH COUNCIL MEETING**

**Held on Monday 21st January 2019 at 7.30pm**

**at Easton Village Hall**

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

Members of Public were invited to speak:

* Mrs C Burgoyne representing the Village Hall explained that a grant application for the Village Hall to receive £400 had been submitted but requested a decision ahead of the time explained for applications and that having received a £400 payment last October was not ideal timing for the Village Hall. The Chair commended the Village Hall committee on running the hall as well as it does and its healthy accounts, which show that the income from bookings supported the expenditure with surplus money to carry forward. The PC Grant process will take place as explained in the application. The Parish Council has a process for applications in place and that all applications were considered in April and October of each year.
* Mr Pollock spoke regarding the Car Park requesting details of the posts to be installed. The PC explained the posts were to protect the lighting from vehicles and to prevent parking on the grass to allow it to be accessed and cut by the contractor.

Newly appointed Cllr J. Armfield signed the Declaration of Office form, countersigned by the Chair.

Meeting opened at 7.35 pm

**1 PRESENT & APOLOGIES**

**Present Apologies**

Cllr S Piggott – Chair Cllr C Godfrey-Hollins

Cllr A Hollins – Vice Chair

Cllr B Gibbon

Cllr F Siddall

Cllr J Armfield

In Attendance County 3 members of public.

**2 DECLARATIONS OF INTERESTS** - None

**3 CONSIDERATION OF ANY DISPENSATION REQUESTS**

**4 MINUTES OF MEETING:** Approve minutes –Nov 5th 2018 & Dec 10th 2018

The Minutes for 5.11.18 and 10.12.18 were approved

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

**Chair:**

Actions Following the meeting of 5th November 2018: WW1 event- all the tasks needed for final organisation of the event were completed. Approximately 80 people attended, and we received many positive comments and official thanks from people that attended. The Signposts have been delivered, delivery was successfully made to the Chairs address, where they are in safe storage. Suffolk County Council will timetable the installation in once their invoice for installation is settled, this is in process. The Chair followed the process to apply for Grit Bins, but because the sites are on both categories of gritting routes it is not possible to apply for bins, which can only be sited at points that are not served by gritting routes. Village Car Park- The Chair is still to meet with Kiwi to organises the wooden bollards to protect the lighting posts and grassed area. Regarding the outstanding tasks that were not completed by the Clerk:The Chair contacted LCPAS to seek advice regarding the correct policies to hold. There are further policies that are required, the Chair will work on the generic templates to apply to Easton Parish Council. This is time consuming work which will be addressed over the coming weeks. The Cemetery re-design of positioning for internment plots and headstones to vertical is still to be completed. Once the files and registers are back from the resigned Clerk this can commence. The outstanding paperwork for the External Audit. The Chair spoke to the Ext Auditors PKJ Littlejohn, who gave the status of the Audit and forwarded all the correspondence and notices that were supplied to the Clerk. Whilst we have avoided a ‘qualification’ notice of non-compliance, there are notes regarding the information that they requested of the Clerk and were not supplied. The VAT for year ending 2018 was not claimed the Chair will include with the claim for this year ending 2019. The amendment to Standing Orders and Financial Regs was not completed. The Chair has actioned these changes to be adopted under item 6. Actions following the extra ordinary meeting 10th December 2018.The Planning responses were submitted to SCDC in accordance with decisions made regarding the applications for Retrospective permission for flood-lighting at the Primary School, Round Cottage Framlingham Rd, and Tree Works at 4 Pheasants. Places4People planning consultancy has been contacted and appointed to complete the work as agreed, this is to submit a legal soundness challenge to the Local Plan Review during its consultation stage.

**Cllr Siddall:**

The organisation for the Village green Christmas tree went smoothly. Mr Will Carter kindly donated the tree, it was delivered, and volunteers positioned and decorated the tree.

**Cllr Hollins:**

The issues on the footpaths regarding vegetation overgrowth have been reported to the Footpaths Officer at SCC.

**6 FINANCE**

**6.1** To Approve Financial Statement

The Financial Statement was approved. The amendments to the Standing Orders and Financial Regulations regarding ongoing annual contracts were agreed

**6.2** Budget Year End 31.3.19 and Precept

Council members agreed the budget and the Precept to remain the same with for the financial year end 2020.

**6.3** To receive a grant application from the Village Hall for consideration at the next bi-annual assessment – deadline date 15th April in accordance with the Grants Policy.

Councillors acknowledged the grant application from the Village Hall for £400. There is an April deadline for all applications, it will be processed at the PC

May meeting that follows the deadline.

**7** **CLERK VACANCY**

The Clerk is now no longer in post, the vacancy will be advertised. **SP**

**8 SIGNPOSTS**

Traditional Signposts with WW1 commemorative reference – to replace existing signposts in village – Update

The signposts have been delivered, Suffolk County Council will install the signposts and will contact the Chair when timetabled in with a date.

**9 HIGHWAYS**

A road safety issue has arisen regarding the Primary School floodlighting. Complaints have been received. At night the lighting is at a strength that dazzles motorists as they enter the village, as motorist reach the brow of the hill to come into the village the flood lighting is at eye level and dazzles, determining the road is difficult and compromised. Council members agreed that Highways should be notified.  **SP**

**10 PLANNING** – Any updates

**10.1** The application for the Round House, Framlingham Rd – conversion of ancillary building to dwelling and another dwelling with new road access has been refused permission.

**10.2** The Local Plan was voted through by SCDC full Cabinet to proceed to the next stage which is legal soundness, the consultation started 14th Jan and ends 25th February. Notices advertising the consultation have been put up on the notice board and on the website. The Chair attended the briefing and was provided with a pack of publicity notices.

**11 VILLAGE CAR PARK**

The installation of protective posts. The work is still to be appointed. The Chair hopes to meet with Kiwi fencing to arrange the work. **SP**

**12 CEMETERY**

To consider the design of internment headstones and positions. This will commence as soon as the files are recovered from the recently resigned Clerk. Cllr Siddall offered to collect the files which have been taken to the LCPAS offices in Bury St Edmunds.  **FS**

**13 PLAY AREA**

**13.1** The repairs are to be completed, Cllr Siddall will organise.  **FS**

**13.2** Council members agreed that addressing the ground surface should be considered once the play equipment is replaced. The existing equipment is at the end of its life. A decision for this must be made at some point during the year.

**14 FOOTPATHS -** Any updates, reports of issues

Cllr Hollins confirmed that the issues of overgrowth on footpaths has

been reported.

**15 DEFIBRILLATOR FOR CENTRE VILLAGE**

To consider providing a Defibrillator for the centre of the village.

Council members agreed in principal to pursue the provision of a Defibrillator at a central point in the village.

**16 CORRESPONDENCE** – None

**17 ITEMS FOR NEXT AGENDA**

* + Consideration for expenditure of CIL money - community responses within Neighbourhood Plan Household Survey results, to aid considerations.
  + Defibrillator – details of costs and decision.

**18 DATE OF NEXT MEETINGS**

18th March, 20th May – Annual Parish Council, 24th May – Village Annual Parish

Meeting closed 8.20pm

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Chair Date